

WORKSHOP MEETING MINUTES

February 21, 2017

The February 21, 2017, Workshop Meeting was called to order at 7:00 P.M. In attendance:

Kenneth E. Kroberger	President
E. Clare Edelmayer	Vice-President
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
Russ Benner	Township Engineer

CONSULTANTS

PLANNING/ZONING

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

- Martin Property

Mr. Rieker said this is a 27-acre plan that appears to be a by-right plan. The plan is currently on hold for 2 months for storm water management, bio basins and the permit for a traffic signal. It will be on the Planning Commission agenda for April. It is a PSRD but everything else is on a by-right basis.

- ZHB 17-01 – Storage Units at 212 Church Road

Mr. Rieker noted that this property is zoned LI, this is the former ICON building, owned by an investor group and looking to sell to another group (Gorman Enterprises) to develop as storage units. This is for a temperature controlled inside storage building with gated access. Limited outside storage for vehicles only (located in the back corner of the property. There will be no external changes to the building (approximately 500 units for business and residential use). Under zoning, they need to file an appeal for a special exception that allows uses of the same general character. There is an existing sprinkler system in the building. Mr. Perrone noted that their lease will have to prohibit the storage of flammable materials.

- ZHB 17-02 – 217 Church Road – special exception relief for cutting and polishing of marble.

Mr. Rieker informed the Board that the property, owned by Volpe Enterprises is zoned LI. This is a 4000-sq. ft. space to be leased to a tenant that cuts and polishes granite and marble for countertops. The company (Gothic Marble & Granite) employs 6-10 people. Outside storage of product will be concealed in a fenced area. They will obtain all permits necessary. The company needs a special exception.

- ZHB 17-03 – Papazisis request to construct a deck at 610 Rosemont Ave.

This is a residential application to construct a deck to extend 4' into the rear yard.

**ENGINEERING**2. **Report by T&M Associates (Updates):**

- Conrad Avenue Project permit

Mr. Perrone said the permit was received after one and one-half years. Everything is completed with the project except for the relocation of the feeder stream. Shrubs / landscaping will be installed at the front on Morris and the front on Conrad (L shaped). Mr. Lapinski said the stream realignment work will be done with a combination of Public Works and Force and we will bid out a generic equipment operator that we can use for this project and other projects. We will apply an hourly rate bid for equipment rental. Mr. Perrone reported that Public Works will have ample time to work on this project as the Roadway Projects (Mill & Overlay) were bid out as a turnkey project for one company to do all the paving work instead of using Public Works to do some of the work on the roads.

\* 3. **Proposal to obtain a Letter of Map Revision (LOMR) for the Danner Property**  
Approval

Mr. Perrone confirmed that this was approved by the WIP committee. Mr. Benner explained that there is a discrepancy in flood plain elevation on the Danner property. We estimated what we thought it was, compared to what is on the map and found a big discrepancy. It can only be corrected by doing detailed calculations. T&M will mimic the typical calculations that FEMA requires to calculate the flood plain and will submit those calculations for review and approval (LOMR) by FEMA. Once approved, that will be the official flood plain map. This is being done to avoid the excavation of rock when we build the pump station. The LOMR is just for the Danner property. It was noted that the white fence has been installed at the Danner property.

**FINANCE/PERSONNEL/ADMINISTRATION**\* 4. **Continuance of Hearing to adopt Ordinance No. 2017-001:** Adopting a new code book  
Advertised 1/6 & 1/13/17  
Letter from UGT Planning Commission to be added to exhibits  
Approval

The letters from Montgomery County Planning Commission and Upper Gwynedd Township Planning Commission will be entered as exhibits. Mr. Lapinski said the Code Book will be supplemented four (4) times per year

5. **Formation of Not-for-Profit Organization:**  
Status Report

Mr. Onorato said in order to proceed forward, a few items need to be decided by the Board in order to file as a corporation and prepare by-laws (Name, Number of Directors, what UGT organizations will benefit). He noted the organization has been tentatively named the Upper Gwynedd Community Association. Mr. Onorato recommends the committee consist of five (5) members; two (2) from the Board of Commissioners and three (3) at large (residents of the Township). The Board decided there will be two (2) from the Board, one (1) from Parks and Rec, and two (2) at large. He further suggests that the Township functions it will benefit, be kept as general as possible. All money will go into a general fund unless someone specifically earmarked it for a certain area. Mr. Onorato will get the papers filed. The BOC will have to make appointments to this newly created Board, then the first meeting of this association can be scheduled.

- \* 6. **Resolution No. 03-2017:** Disposition of Police & Township Records (see attached lists)  
Approval

Authorization to destroy certain Police and Township records.

## PUBLIC WORKS/PARKS/RECREATION

7. **RFP for possible Community Center:** Evaluation process currently underway by Committee  
Status Report

Mr. Perrone noted that three (3) architectural firms have been interviewed out of thirteen (13) proposals that were received. Mr. Kaker added the three (firms) are Buell Kratzer Powell, Kimmel Bogrette and Phillips & Donovan, The Committee will put together a score sheet of those interviewed firms. Extensive reference checks have been completed on the three (3) firms by Mr. Kaker. Mr. Perrone said the full recommendation by the Committee should be presented to the Board within thirty (30) days.

- \* 8. **Pennbrook Water Quality Basins Change order #2:** Adding a total of \$44,871.58 to the project for sidewalks, landscaping, rock excavation, etc.  
Approval

This change order cover quantity adjustments for sidewalk and for paving, pipe relocation, additional landscaping on Basin 3 and rock removal at Basin 2 and the rock removal for the posts on the Boardwalk at Basin 1.

- \* 9. **Pennbrook Water Quality Basins:** Payment #5 to Horst Excavating for \$11,595.03  
Approval

Mr. Perrone noted that this should be the last invoice until the completion of the landscaping in the Spring, when the final invoice will be submitted.

- \* 10. **Roadway Bid Award for Mill & Overlay:** Joseph E. Sucre & Sons, Inc. for \$419,095  
Approval

Mr. Perrone said the format for bidding this project was changed. This is a turnkey bid and is all-inclusive of milling, overlay, materials and equipment. The Township Public Works Department will not be involved in this project and the contractor will do the complete project. Mr. Lapinski said that Public Works will do base repair prior to the contractor coming in, and line painting because we are buying a new line painting machine. Thirteen (13) bids were received for this project. Mr. Lapinski noted that it is more desirable to a contractor to bid on the whole project so he can complete the job more efficiently, rather than parts of the project. We received bids from companies we have never gotten bids because the scope of the work changed. The low bid was well within what was budgeted for the project. Mr. Troxel will monitor the project. Mr. Perrone said when the project is complete, we will do a price per sq. yard and compare that to our numbers from previous years. Mr. Lapinski said there is a special provision to complete the trail at the complex park and there is a time frame for the start and finish of the project (after school ends in June and before school begins in September).

11. **Pickleball Courts Project:**  
Status Report

Pre-construction meeting will be held tomorrow morning.

- \* 12. **Motion to approve Resolution No. 04-2017:** Grant match for Pickleball Court Lighting - Possible match of 20% (\$54,000.00)  
Approval

This grant application is through Montgomery County.

13. **Smoking Ban Policy:** Parks and Open Space  
Presentation by Alex Kaker, Parks & Recreation Director  
Discussion

Alex Kaker made a presentation on behalf of the Parks & Recreation Advisory Board (PRAB). In November, the PRAB made a recommendation to prohibit smoking in all parks and open space in the Township. The current policy from 1995, only applies to our Parkside playground. Mr. Kaker noted some key points from the presentation regarding second-hand smoke, littering, role models for the youth, and enabling our youth to smoke. He presented a list of neighboring Townships with various smoking policies. Pennsylvania State Parks as well as Montgomery County Parks are all non-smoking. See attached presentation. The PRAB is recommending to the Board to adopt an Ordinance that prohibits smoking, tobacco products and e-cigarettes in all parks and open space in the Township. The state of PA has an initiative called "Young Lungs at Play" and will provide free signage.

Mr. Kaker provided a sample ordinance for the Board to review. Mr. Kroberger recommends prohibiting smoking on the playgrounds, recreational facilities, but not open space. Mr. Kaker said it is difficult to enforce the prohibition in open space. Mrs. Edelmayer recommends that open space should be kept in. This prohibition will be reflected on signage.

Mr. Perrone said there is an Ordinance in place regarding rules of our Parks. We can amend the Ordinance and add the smoking prohibition. Mr. Onorato will develop/amend the Ordinance and it will be placed on the agenda for April to reflect the prohibition of smoking, tobacco products and e-cigarettes. This will be placed on agenda for April.

- \* 14. **Motion to Advertise Public Hearing on March 27, 2017:** Sewer Line in Open Space  
Approval

Mr. Perrone said this hearing relates to the installation of a sewer line on open space as part of our diversion project. We are proceeding cautiously since the residents that purchased their homes adjacent to the open space, did so knowing that the open space has a single pipe line and we are adding a second pipe line. Mr. Onorato noted that the Open Space Act in PA says that open space is only to be used as open space. Everything on the open space is underground – there is no pump station on the open space. We will address any issues at the Public Hearing in March so we will not be challenged at a later date, then the Board authorizes the use within the open space for the sewer line. Mr. Perrone mentioned that an Open House meeting will be held on Thursday, February 23, 2017. Fifty-two (52) residents were invited to attend (those that are adjacent to the pipeline).

## PUBLIC SAFETY

- \* 15. **Motion to Appoint Deputy Fire Marshal:** Jeff Mullaly  
Approval
- \* 16. **Wish them Well Walk:** Sunday, May 21, 2017 from 9:00 am – 11:00 am  
Approval

- \* 17. **Corpus Christi School 6<sup>th</sup> Annual 5K Race:** Saturday, April 8, 2017  
Approval
- \* 18. **Broad Street Re-Run 5 Mile Race:** Saturday, May 20, 2017  
Approval
- \* 19. **Laurel House 5K Run:** Sunday, October 22, 2017  
Approval

A discussion ensued about capping the number of events we permit and whether we should charge for police presence at the events. Mr. Sands suggested asking for a donation to our non-profit. Chief Duffy noted that we do charge for police presence at the larger events. Mr. Perrone will distribute information regarding how other municipalities handle these types of events. Mr. Onorato recommends a permit fee (based on what it costs the Township) for these events.

## WASTEWATER TREATMENT

- \* 20. **Authorization to prepare and advertise bid specifications for 33 Cured in Place Pipe Repairs:** \$60,000.00 estimated cost  
Green Street (Whites Road to Rosemont Ave.), Rosemont Avenue (Whites Road to Green St.), and Sumneytown Pike (area adjacent to Township complex)  
Approval
- \* 21. **Authorization to prepare and advertise the bid for 6 Sewer Lateral Excavations/Repairs:** \$24,000.00 estimated cost. Green St., Rosemont Ave. & Church Rd.  
Approval
- \* 22. **Authorization to prepare and advertise the bid for Phase II of the Swedesford Rd. I/I Project:** \$89,000.00 estimated cost for Installation of 21 Lateral Liners and Saddle-Liners on Swedesford Rd., Collins Ave., and Hartley Dr.  
Approval
- \* 23. **Manhole Chimney Seals Bid Award:** Advanced Rehabilitation Technology for \$64,955.00 (Alternate Bid)  
Approval

Mr. Perrone let the Board know that we received two (2) different manhole warranties from the two (2) low bidders. It is recommended that we select the product with the better warranty from the alternate bidder which is approximately \$9,000.00 more than the lowest bid price and award the bid to Advance Rehabilitation Technology.

24. **TMA Capital Projects Fund – Vouchers for Review:**
- A. Univest Bank and Trust Co.  
Upper Gwynedd Towamencin Municipal (Statement Period 1/1/17 – 1/31/17)  
Current Balance: \$289,060.98
  - B. Bursich Associates (12/18/16 – 1/14/17)  
Engineering Fees: \$1038.00
  - C. 21<sup>st</sup> Century Media (1/23/17 – 1/31/17)  
Advertising Fees: \$271.19

There being no further business for public discussion, the meeting was adjourned at 8:00 pm to Executive Session.

Respectfully Submitted,

Leonard T. Perrone  
Secretary

**Approved March 27, 2017**