

WORKSHOP MEETING MINUTES

June 20, 2017

* Items are scheduled to be voted on at the June 26, 2017, Public Meeting.

The June 20, 2017, Workshop Meeting was called to order at 7:00 P.M. In attendance:

Kenneth E. Kroberger	President
James A. Santi	Commissioner
Thomas A. Duffy	Commissioner
Steven C. Sands	Commissioner
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):**

Mr. Lapinski reported in Mr. Rieker's absence.

- Newbury Phase II

This is the second phase of the subdivision off of Hancock and Prospect Ave. They need several variances from the Zoning Hearing Board. Newbury Phase II will be on the agenda for the June ZHB meeting.

- Enclave at Gwynwood Farm

This is a four (4) lot subdivision off of W. Prospect Ave. This was before the Planning Commission in May, but they had questions. There is an issue with the Access A Road and how wide that road should be. The Fire Marshal has indicated the road should be 24' wide per the Fire Code, but the Developer wants the road width to be 16". We are working through the issues.

- Martin Tract

Official plans for this subdivision have not been submitted yet for 27 single family homes off of Allentown Road.

- ZHB 17-08 – Renal Treatment Centers, North Penn Marketplace

A decision is expected from the ZHB this month.

ENGINEERING

2. Report by T&M Associates (Updates)

Russ Benner of T&M Associates reported.

- Pennbrook Basins Status

Mr. Benner reported a punch list has been issued to the contractor. Vegetation starting to sprout in some of the micro pools. The contractor is eager to complete the punch list items and once the punch list is completed, final payment will be released.

- GIS Pilot Study / Trimble Training

Training is complete for Bob Hegedus and Mike Currie and they are using the system. The Intern from Lehigh University has started and is doing well.

- TMDL Implementation Plan Status

Mr. Benner stated that we received a letter from PADEP on the plan that was submitted in December, 2015. They advised us to make the plan part of our upcoming permit renewal for our TMDL plan. We will submit the Notice of Intent (NOI) for an individual permit, not a general permit which the Township currently has. That TMDL plan will be approved as part of that individual permit for the MS-4 system and runs for the next five (5) years. This permit covers the Skippack and Wissahickon Creeks. Mr. Lapinski added, we continue to partner with Merck on a monthly basis to identify projects.

- Conrad Avenue Streambank Restoration Project

Mr. Benner said this project is currently in progress and is approximately two weeks out until completion. We have a guide wire issue that PECO will come out and correct for us. Mr. Lapinski added that we have tree vitalizing grant for the planting of approximately 300 trees. This will be completed in the fall. There is no grant match for the Township.

- Crest Rd. Streambank Restoration Project

Mr. Benner said the design is complete and no permits were needed. We are expected to begin this project in late summer or early fall.

- Providence Reserve – Township Completion

Mr. Lapinski reported that the final paving has been completed on a small portion of a street near old Allentown Road. The As-Built Survey is finished and is being submitted. He added that there is a possible solution to the missing lamp post. The HOA will hire an electrical contractor and add a light above the garages on the units. The Township will assist in funding for the completion of the project. We are also planting some trees in the fall.

- * 3. Merck & Co. request for waiver from Chapter 124-5 and 113-1: Crane operation on 4 consecutive Sundays in July on Building 78/78A.
Approval

Mr. Lapinski stated that numbers 3, 4 and 5 are related in that they are Merck standard waivers. These are reoccurring requests from Merck. We have received no complaints from the neighbors during any of these projects.

- * 4. **Merck & Co. request for waiver from Chapter 124-5 and 113-1:** Crane operation on 4 consecutive Sundays in July on Buildings 28E and 34.
Approval

Mr. Santi questioned the repetition of the scope of work for this request as it wasn't clear it was for both buildings. Mr. Lapinski will get clarification on the work and the buildings prior to the Public Meeting.

- * 5. **Merck & Co. request for waiver from Chapter 113-1:** Crane operation on 3 consecutive Sundays in June and 5 consecutive Sundays in July on Building B29 (**Revised**)
Ratification

- * 6. **Provco Pinegood Wawa Extension:** To July 25, 2017
Approval to accept

Mr. Lapinski said they have offered an extension until July 25, 2017. They will be back at the Planning Commission Meeting on July 5, 2017 for a presentation. A decision will be handed down at the next ZHB meeting.

FINANCE/PERSONNEL/ADMINISTRATION

- 7. **Opposition to HB 1213:** Property Tax Assessment
Report

Mr. Lapinski said items 7 and 8 are related. Letters were sent out expressing our opposition to House Bill 1213 and Senate Bill 586. He added that this deals with spot assessments by school districts. Mr. Onorato explained that a recent case was argued before the PA Supreme Court and everyone is awaiting a decision. He said many school districts are picking selected properties, mostly commercial, that they believe are undervalued, instead of issuing an overall county wide assessment. This is to generate more tax revenue. The benefit to the Township, is that we go along with them, so if they are successful, the Township gets more revenue. This bill has been lobbied by the commercial property owners to prevent the spot assessments and to require a county wide assessment.

- 8. **Opposition to Senate Bill 586:** Property Tax Assessment
Report

Same as above.

- * 9. **Upper Gwynedd Community Association (UGCA):** Appointment of five (5) Board members

Mr. Lapinski noted that the UGCA is our new nonprofit organization. The next step is for the Board to decide who participates – 2 members from the Board of Commissioners, 1 member from the Parks & Rec Advisory Board and 2 residents. This will carry over to next month's workshop agenda and will not be included in public meeting agenda for June.

- * 10. **HVAC System Maintenance Proposals:**
Contract Approval

Mr. Lapinski reported that our longtime HVAC maintenance contractor, Bob Widman, retired in May and Northeast Controls, who handle the technical side (controls) went out of business. We need to find a replacement to handle both sides and provide preventive maintenance to the system and the controls, and to handle issues as they arise. Three (3) Proposals were submitted;

- Coppola – This proposal is similar to what Widman provided but we will still need an additional company to handle the controls.
- Postler & Jaeckle – They provided two (2) options. The first proposal is similar to what Widman provided that being preventive maintenance, while the second proposal was more encompassing and it provides all labor and parts for repairs with some exclusions. This is for an annual contract. We currently spend an average of \$18,000.00 per year between three (3) companies. This Tier 3 proposal is slightly higher, but they provide a little more. They are familiar with our current system as they acquired the company that provided our Alerton control system. Mr. Lapinski said he is impressed with this company and recommends them to the Board.
- Ross Mechanical came in as the lowest bidder, but has no experience with the control system.

Mr. Kroberger recommends a full-blown maintenance agreement. The Board agreed to consider the Postler & Jaeckle Tier 3 proposal and vote on it next week.

PUBLIC WORKS/PARKS/RECREATION

- * 11. **Authorization to advertise Ordinance No. 2017-006:** Comcast Cable Franchise Agreement Approval

This is a 10-year renewal agreement with Comcast Cable. Cohen Law Group audited Comcast and we received \$86,000.00 as a result of the audit. Cohen Law Group also renegotiated the new contract. This is to authorize the advertisement of the Ordinance for adoption in July.

- * 12. **Community Center Site Survey Proposal:** Ash Associates for \$10,250.00 Approval

This is for a survey of the Parkside Place complex for the possible community center. This survey work was not part of the scope of work on the RFP for architectural services. They will survey the trees and areas where a community center can go. This proposal was reviewed by the Parks & Rec. Advisory Board as well as the NAC.

- * 13. **Termination of Nor-Gwyn Baseball Backhoe Lease**
Ratification

Mr. Lapinski reported the backhoe is in disrepair and we are terminating the lease.

- 14. **Gwynedd Club Natural Gas Distribution Repairs:** Metz Report
Status Report

Mr. Lapinski stated that Gwynedd Club is moving forward with the exploration of their gas system. Metz Engineers surveyed the system and determined that leaks are occurring in the coupling between the plastic and the metal lines. They will contract out to fix those leaks.

- * 15. **Pickleball Courts Project:** Payment #1 to Top-a-Court in the amount of \$50,316.75
Approval

- * 16. **Pickleball Courts Project:** Payment #2 to Top-a-Court in the amount of \$57,708.00
Approval

The Pickleball Courts are near completion. They have some plantings to do in rain garden and the grand opening takes place on Saturday, June 24, 2017 at 9:00 am.

- * 17. **Montco 2040 Grant Funds Agreement:** Pickleball Court Lighting - \$27,000.00
Approval

This is the grant we received to help pay for the lighting on the Pickleball Courts. Once the grant agreement contract is signed, we can get a contractor to install the lighting.

18. **Pickleball Courts Project:** Ribbon Cutting Ceremony on Saturday, June 24, 2017 at 9:00 am

- * 19. **2017 Roadway Mill and Overlay Project:** Recommendation for Payment
Approval

Mr. Lapinski noted that there were some unanticipated base repairs and some take off errors in the measurement for the estimate and we will run over budget by approximately \$40,000.00. All roads are completed. Drainage problems were corrected on Prospect Road. Public works will seal and line the roads. Public Works to mill and overlay Center Line Square.

- * 20. **Pennbrook Water Quality Basins – Change Order # 3:** Installation of plugs in the amount of \$5,606.21
Approval

This change order is for the addition of plugs for the basins that will help expedite the stabilization of the pools. Mr. Benner said it is only for the lower pool in each basin, right in front of the outlet. This will replace pumping out the water and reseeding. The plugs will help propagate the seed in that location. Basin 3 has some grading issues and water should not pool there. We've asked for additional grading information on the as built plan to clarify that issue. Once plugs are installed, we can ask the Conservation District for release. The Basins will only be mowed annually except for top and sides.

- * 21. **Pennbrook Water Quality Basins – Payment #7:** To Horst Excavating in the amount of \$22,911.18
Approval

This is a progress payment to Horst. We still have a retainage and Monica Wall from T&M wrote a letter stating what still remains to be completed.

- * 22. **Zacharias Creek Stream Realignment Project Payment #1:** Equipment Rental to Floyd G. Hersh, Inc. in the amount of \$21,654.00
Approval

This is the first payment on the Conrad Avenue Project for equipment rental with labor which has occurred over the past two (2) weeks.

- 23. **UGT Annual Golf Outing:** Event Recap
121 Participants / 50 Hole Sponsors

Mr. Lapinski reported is was another successful golf outing at Cedarbrook Country Club with 121 participants and 50 hole sponsors.

- 24. **Parks & Recreation Advisory Board:** Two Vacancies
Status Report

Two candidates have been interviewed and the committee was very impressed with each and they will be considered for the vacancies.

PUBLIC SAFETY

- 25. **Announcement of new employee, Susan McKnight:** Administrative Assistant – Police Department

Chief Duffy said Ms. McKnight started on June 12, 2017 as a full-time replacement for Linda Reber who is retiring at the end of the month. He said she is training every day and fitting in nicely.

WASTEWATER TREATMENT

- 26. **Potential Dedication of Sewer Facilities:** Mill Run Development
Discussion

Mr. Lapinski said we did a review of that sewer system. Mike Currie and Bob Hegedus identified some deficiencies and will come up with a plan of action for repair.

- 27. **TMA Capital Projects Fund – Vouchers for Review:**
 - A. Univest Bank and Trust Co.
Upper Gwynedd Towamencin Municipal (Statement Period 5/1/17 – 5/31/17)
Current Balance: \$281,750.56
 - B. Bursich Associates (4/16/17 – 5/13/17)
Engineering Fees: \$1751.26

28. **KRI Bottleneck Project:** Status Report

Mr. Lapinski noted this project has started and we will get monthly reports from TMA.

Meeting was adjourned at 7:38 pm to Executive Session for legal matters.

Respectfully Submitted,

Leonard T. Perrone
Secretary

/djl

Approved July 24, 2017