

WORKSHOP MEETING MINUTES

January 16, 2018

* Items are scheduled to be voted on at the January 22, 2018, Public Meeting.

The January 16, 2018, Workshop Meeting was called to order at 7:00 P.M. In attendance:

Kenneth E. Kroberger	President
James A. Santi	Vice-President
Thomas A. Duffy	Commissioner
Denise M. Hull	Commissioner
Liz K. McNaney	Commissioner
Michael J. Lapinski	Acting Township Manager
David Brill	Finance Director
David W. Duffy	Police Chief
David C. Onorato	Township Solicitor
Russ Benner	Township Engineer

Mr. Lapinski welcomed new Commissioners, Liz McNaney and Denise Hull to the Workshop Meeting. He explained to them that this is the meeting where we set the agenda for the Public Meeting and determine which action items will need to be voted on. The Workshop Agenda also includes other information to keep everyone up to date on the activities in the Township.

CONSULTANTS

PLANNING/ZONING

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

As reported by Van Rieker

- Martin Tract (Gwynedd Ridge) – Scheduled for Planning Commission Meeting in February with revised plans

The plan is for 27 single family lots. The applicant has agreed to a redesign which includes a cul de sac with an emergency exit. The development will not connect to Green Street.

- ZHB # 17-18 – Wolf – front yard variance for addition, 611 North Wales Rd.

This was approved

- ZHB #17-20 – Variance to permit reduction in lot width and side yards for 4 lots (Enclave at Gwynwood Farm)

This was approved. Land development plans have been resubmitted

- ZHB #17-21 – Shubert rear yard addition

This was approved

- Morris Kaplan, Sumneytown Pike – Self-Storage

This is an idea plan. The applicant met with the Plan Review Committee (PRC). He has a vacant piece of property consisting of 2 ½ to 3 acres that he wants rezoned for a self-storage use. This is a low-profile building with one access onto Sumneytown Pike. The property is zoned IN (Institutional). Mr. Rieker reported that this may require text amendment to the code. Mr. Santi said he is not interested in a rezoning. Mr. Onorato said there are a number of properties that don't meet with the Township's zoning. He asked the Commissioners if they want to review Sumneytown Pike as a comprehensive plan with Church and West Point Pike and possibly Broad to Church. Mr. Onorato said we should look at the uses before we make decisions and do a comprehensive plan update and evaluate land uses, which has not been done since 2004. Mr. Rieker said there is another property near this one that has to be looked at for land use. Mr. Lapinski asked, does it make sense for the applicant to move forward or does the Board oppose this use. Mr. Duffy doesn't oppose, Mr. Kroberger said this use is low impact and doesn't have an issue with it. Mrs. Hull said she doesn't know what else you can put there. She asked if there is a need for another storage facility? Mr. Rieker replied that the applicant is aware of the other storage facilities nearby and feels there is a need for more storage. Mr. Onorato said currently, this use is not permitted in the zoned area he is requesting. He added that this Board will have to make a decision as to whether to allow the applicant to proceed because it requires rezoning or a text amendment for this use.

- Gwynedd Square Elementary School – Supplee Road, Proposed LED sign

This is also an idea plan. Mr. Rieker reported Gwynedd Square would like to add LED to the existing sign. He said this will require an amendment to the current zoning code to add LED signage. Mr. Rieker asked the Board if they object to the applicant presenting this application to the Zoning Hearing Board. The sign will contain only digital copy with nothing flashing. This is R2 zoning. Mr. Rieker added that the ZHB has rejected similar signs in the past. The Sanctuary Methodist Church sign was opposed by the ZHB. He added that the ZHB has said that if the Commissioners want to allow this use, then they should amend the zoning code. Mr. Onorato said if the Board is amenable, then perhaps we can justify changing the text amendment that allows LED signs in R2 under certain circumstances with limitations. He added that a study would have to be conducted to see how many properties could be affected by the change. Mrs. Hull said we should consider the aesthetics of the signs. She said the signs communicate that the organization is with it and current and adds to the aesthetics. Mr. Kroberger said we have to make a change to the code to protect the Township as well as other property owners. Mr. Santi said to have Mr. Onorato and Mr. Rieker see what the options are for a possible text amendment. Mr. Kroberger said we have a very stringent sign ordinance based on visibility, aesthetics, etc. Mr. Rieker said we should recommend that Gwynedd Square Elementary School not proceed to the ZHB. Mr. Onorato said we should look at all the churches and schools to see what zones they are in.

- Valley Forge Road Pump Station – Land Development Plans – February Planning Commission Meeting

Mr. Lapinski said this is the proposed pump station next to the Danner property. This will be on the Planning Commission agenda for Land Development approval in February. We can condition the approval based on any County comments that are received.

* 2. **Newbury Phase II Conditional use**
Decision

Mr. Rieker reported that there are 2 facets to this application;

- 1) The subdivision that separates the proposed twin family community from property that is zoned R2 and owned by Sanctuary Church. The subdivision creates the R4 district and one issue is that the zoning map does not align with the subdivision. The applicant's will have to file an amendment that corrects the R4 district to exactly follow the subdivided property.
- 2) The Land Development plan which covers how it will be built.

This is subject to conditional use and will require a draft resolution from Mr. Onorato. The applicant was present at the Workshop Meeting. Mr. Benner questioned the number of waivers. He said there were certain waivers that required a response to T&M's recommendations. Mr. Benner asked if they agreed to those recommendations. The applicant responded they agreed.

Mr. Rieker added that the engineers, staff, and planning commissions have approved the preliminary plan.

- * 3. **Newbury Phase II Preliminary Land Development Plan**
Decision

See above

- 4. **Comprehensive Plan Update:** Grants
Discussion

Mr. Rieker said it is recommended that the Comprehensive Plan is updated every ten (10) years and ours is twelve (12) years old. Mr. Rieker recommends the update and said we need to look at the problem areas and do a focused comprehensive plan. He noted that there are funds available for developed Townships to update comprehensive plans. Mr. Rieker recommended that the Township hire a consultant that has experience in obtaining these grants. The initial investment would be approximately \$2500. Mr. Santi suggested we contact Mr. Zumpino about grant writing for this project. Mr. Benner said that this is possibly a MAP (Municipal Assistance Program) grant and they are extremely competitive. He added that they mostly fund the multi-municipal grants. He said to look at the past few years to see the types applications that have been funded by the organization. Mr. Duffy suggested reaching out to North Wales and try for a multi municipal grant. Mr. Rieker said the grants are awarded in April or May. He said we should find out if we can get in the queue for the Comprehensive Plan Grant Match from the State as a first step. If we find out that grants are not available, then we will need to get a price to fund the project ourselves. Mr. Lapinski said we will research the application process and will keep this on the agenda moving forward. Mr. Duffy said we should call North Wales Borough.

- * 5. **Resolution No. 01-2018:** Acceptance of Deed of Dedication for Newbury Court Sanitary Sewer lines
Approval

Mr. Lapinski said items 5 and 6 are related. Newbury Court, Phase I Project has been completed. We have a deed offering for our sanitary sewers and it is our practice to accept it. There was also a portion of Prospect Avenue that was widened at the entrance, and we will be accepting that portion of the roadway. Newbury Court is a private road, so we will only be accepting the portion of the widening on Prospect Avenue.

- * 6. **Resolution No. 02-2018:** Acceptance of Deed of Dedication for the Newbury Court, Prospect Avenue widening
Approval

See above

ENGINEERING

- 7. **Report by T&M Associates (Updates)**

As reported by Russ Benner

- Pennbrook Basins Status – Update

Mr. Benner reported that we received the close out documents from the contractor on Friday for the basins. T&M will review the documents and report back

- Stormwater System Modeling Proposal – Update

Mr. Benner said this is the proposal that was submitted last month. He noted there is an ongoing GIS pilot program in the Township and for the past 2 years summers has had interns from Lehigh University collecting survey data on the sanitary sewer and stormwater systems to show how that can be used to manage utility systems within the Township. The information that has been collected can now be put into a model so we can see what will occur using different scenarios. This will help manage the stormwater system and public works and help identify issues before they occur. It will also aid in the budgeting process for improvements within the system. Mr. Benner said this is a step by step process. Mr. Benner added, the past 2 years have been for data collection only and the new proposal is for applications. Mr. Duffy said we should look at the proposal at the next I/I meeting. Mr. Lapinski said we have the raw data but don't have it as part of a practical use. This is to be placed on the agenda for I/I.

- Crest Rd. Streambank Restoration Project

Mr. Benner said this project is essentially complete, but there will be additional plantings in the Spring.

- Swedesford Rd. SEPTA Bridge Inspection – Status

We are still waiting for Right of Entry agreement with SEPTA. Mr. Lapinski said this is a jointly owned bridge with Lower Gwynedd Township and there were maintenance concerns identified by PennDOT during a regularly scheduled inspection. The costs for repair are shared between the Townships.

- Sumneytown Pike Bio-Swale Project – Status

Mr. Benner reported that the Sumneytown Pike Bio-Swale Project and the Ivy/Grannery Project are both part of the Township's MS-4 Program and are being built to reduce the sediment going into the Wissahickon Creek. He added that both are being funded by a National Fish and Wildlife Federation (NFWF) grant. Mr. Benner gave a brief description of the project.

- Ivy / Grannery MS-4 Project

See above. Mr. Benner said this is a water quality basin. We are in the course of getting the NPDES permit. Mr. Lapinski said we will be setting up a neighborhood meeting to speak with residents prior to going to bid. Mr. Benner added that we have to complete the project by November or we lose the grant.

FINANCE/PERSONNEL/ADMINISTRATION

- * 8. **Recognition of Matt Toro for 5 years of service to the Township**
Public Meeting (Matt Toro will attend)

Mr. Lapinski reported that we do service recognitions in 5-year increments.

9. **UGT Mission Statement**
Discussion

Mr. Lapinski said this is for the Board to consider whether we want to adopt a short one to two sentence mission statement. Mrs. McNaney said she is looking for a mission/vision statement. She said there are others that are community-friendly and printed some and will go over them with Mr. Kaker. Mr. Kroberger said much of this will mirror what is included in the personnel handbook. He added, we will put something together. He asked Mrs. Hull and Mrs. McNaney to give what they had to Mr. Lapinski. Mrs. McNaney read a couple of mission statements that she found online. Mr. Lapinski said we will present two or three examples next month for vote.

10. **Record Room Purge:** Document Management Professional Services (Scantek)
Discussion

Mr. Brill said this is to get our documents from hard copy to electronic form. Mr. Brill was impressed with Scantek and presented the proposal to the Board. He gave an overview of the proposal. He said this company will provide the software, set up, provide training on templates and scanning and indexing services. He is recommending Scantek to have them scan 100 boxes, then UGT would be responsible for the remainder of the documents. Each Township Department will participate in the cleanup of the files to be completed by the end of March. Mr. Lapinski said we will purge first, based on our retention schedule, and then scan the documents to electronic form. Mr. Duffy asked who decides the naming conventions? Mr. Lapinski replied that we will decide. Mr. Brill added that Scantek will help us with that. He also said we probably have more than 100 boxes and we may consider hiring someone in the future. He added that the information is all hosted off site and our data will be in a universal format. Mr. Santi expressed some concerns about the project. Mr. Lapinski said this project is in our current budget.

* 11. **Appointments / Reappointments to the UGCA**
Ken Kroberger, Mike Zumpino, Kathy Johnson, Gil Silverman, Denise Hull
Approval

Mr. Lapinski said the Board created the non-profit as a way to receive donations for our Parks & Rec Program and the Police. For tax purposes, it is easier for companies to donate to a non-profit. We have appointment/reappointments to make to that Board. Mr. Onorato said the bylaws specify terms for the committee members. He added that we need to have an initial meeting, select the officers, open an account, then wait and see if funds come in. The committee may only meet on an as needed basis.

PUBLIC WORKS/PARKS/RECREATION

* 12. **2018-2020 Carnival Contract – 3 Year Renewal:** Skelly's Amusement
Approval

Mr. Kaker said our insurance agent expressed some concern regarding Skelly's insurance coverage because they don't include that information on their contract. After careful research, we discovered that Skelly's does have adequate insurance that will be included in the contract and this will be voted on next week. Mr. Lapinski noted that Skelly's has been our carnival provider since the inception of the event.

* 13. **2018 Carnival Fireworks Contract:** 1 or 2 nights of Fireworks
Discussion and Approval

Mr. Kaker said Mrs. McNaney heard from some residents that requested only one night of fireworks. This issue of one (1) or two (2) nights of fireworks was discussed at the Parks and Recreation Advisory Board last week and they recommended that we continue with two (2) nights of fireworks. The Board received a memo from Mrs. Gross expressing her concerns. Mrs. Hull said she is concerned about the price and said she doesn't know if that is something that everybody really appreciates for both nights. She went on

to say that the community looks forward to the fireworks. She added that because of the cost, she wonders how much they will be missed if there was only one big show. Mrs. Hull said residents have expressed concerns about dogs and fireworks. Mr. Duffy said he probably lives closer to the fireworks than anyone and had a large dog that was afraid of fireworks and thunder. He added that the show is over in twenty minutes. Mr. Kaker said Skelly's donates \$2000.00 of the fireworks and there are sponsorships for the carnival. He added that we collect approximately \$35,000 in donations for Parks and Recreation activities. Mr. Duffy said often, we have weather issues during one of the nights of fireworks and it becomes a logistical issue of when to hold the fireworks. Mrs. McNaney asked if there is something else we can use that money for instead of two (2) nights of fireworks? Mr. Duffy said the field is packed with residents watching the fireworks, both nights. Mr. Kroberger said many of the residents know there are two (2) nights so they can usually make one or the other. Mr. Kroberger said the carnival began as a way to get both sides of the Township together (because they are separated by North Wales Borough) to have a good time and the first concern was not about making money. Mrs. McNaney added that Mr. Kaker and Ms. Croke have done a fantastic job in getting the community together with new programs. Mr. Kroberger said that Parks and Recreation is the only thing that residents can see where their money is going. Most of the other work done at the Township involves infrastructure. Following the discussion, it was recommended that this be presented to the Board for vote at the Public Meeting as two nights of fireworks.

14. **TV Banner Channel**
Discussion

Mr. Kaker said he demoed two (2) different softwares. The computer and the power point presentation are not sufficient. Mr. Santi said we have to put some money into the TV banner channel or we should take it down. Mr. Lapinski said we are trying to replicate the way we handle our social media and website and do the same thing across all platforms. Mr. Duffy said it is tough to keep the information fresh and updated. Mr. Lapinski added that the Board should consider hiring a communications group. Mrs. Hull suggested hiring a part time person to handle all of social media content. Mr. Santi suggested talking to Lansdale about how they manage their information. Mr. Lapinski said we will research surrounding communities regarding their experience with a part-time communications position. Mr. Brill said we currently have \$2000 budgeted for a communications initiative. Mr. Lapinski said we will move forward on the TV channel equipment. This will remain on the agenda for next month.

15. **NPWA / Lansdale Borough:** Whites Road Water & Sewer Main Replacement
Discussion

Mr. Lapinski reported the replacement of the sewer main on White's Road, between Broad and Valley Forge Road will begin mid-February and will last approximately eight (8) weeks (depending on weather). He added that the residents will be notified. The road will be detoured, but we have been assured that entry to home, bus pickup, etc. will be maintained. Mr. Benner recommended that White's Rd. not get paved this year until everything settles.

* 16. **Equipment Rental, Payment #5 to Hersh:** Various Stormwater Projects (Bio-swale on Sumneytown Pike in the amount of \$8,956.75
Approval

Mr. Lapinski stated Hersh has been assisting us with our MS-4 projects. This payment is for completion of the work to date which includes the Sumneytown Pike Bio-Swale.

* 17. **2017 Mill & Overlay Project Final Payment:** Joseph Sucher & Sons Inc. for \$13,649.99
(release retainage)
Approval

Mr. Lapinski said this final payment was delayed as we held \$15,000 in retainage for completion of punch list items. The punch list is now complete. We received a credit for a portion of a sidewalk in the park that was damaged during the trail resurfacing.

18. **Vacancy on the Parks & Recreation Advisory Board**
Discussion

Mr. Lapinski reported that we received a couple of resumes. Mr. Kaker and Mr. Lapinski will do initial free form interviews, then will present to the Parks and Recreation Advisory Board. Mrs. Hull suggested that open volunteer positions be advertised. She added that email is a great way to communicate. Mr. Kroberger added that we currently have 57 full time employees and 60 volunteers not including Nor-Gwyn Baseball, the Fire Company, VMSC and the library. Mr. Lapinski said we can ask residents to supply their email addresses when the sewer bills go out. We will make an email request on the website more prominently displayed. A discussion ensued regarding emails and how they are obtained. Mr. Kaker said we have less than 700 resident's email addresses. Mr. Onorato said, per current case law, personal Facebook accounts can be subject to Right to Know if you post anything that is related to Upper Gwynedd Township. He also stated that all communication should be through the Township email address.

PUBLIC SAFETY

19. **Spirit Gymnastics:** Annual Request for Permission to park on Dickerson Road in front of the gym on Friday, February 9, 2018.

Mr. Lapinski reported they requested the no parking prohibition be lifted for their meet. This is an annual request.

20. **Fire Company / Volunteer Medical Corps Tax Relief:**
Discussion

Mr. Onorato reported the Township can allow Fire and Volunteer Medical personal to receive a credit for real estate and EIN/EIT tax. An ordinance would need to be adopted according to the provisions. It would require additional record-keeping by the Fire and EMS personnel. Mr. Brill said it could possibly run \$9000 per year for the Township. Mr. Lapinski said we should do the draft Ordinance and then meet with the Fire Company.

WASTEWATER TREATMENT

- * 21. **Ordinance No. 2018-001:** Changing the local pollutant limit for Mercury
Approval

Mr. Lapinski said it is required by our NPDES permit to change our limit for Mercury.

- * 22. **Authorization to Advertise the bid for Meadowbrook Road:** Sanitary Sewer Mains and Lateral Connections Improvement Project – Projected cost of \$102,000
Approval

Mr. Lapinski said items 22 and 23 are projects that Mr. Currie identified for maintenance. Both are for authorization to advertise the bid.

- * 23. **Authorization to Advertise the bid for 70 Manhole Chimney Seals:** Projected cost is
\$35,000
Approval

See above

24. **TMA Capital Projects Fund – Vouchers for Review:**
- A. Univest Bank and Trust Co.
Upper Gwynedd Towamencin Municipal (12/1/17 – 12/31/17)
Current Balance: \$1000.00 (minimum required)

 - B. Bursich Associates (12/1/17 – 12/31/17)
Engineering Fees: \$ No invoice submitted

Mr. Lapinski explained that we were formally the Upper Gwynedd-Towamencin Municipal Authority and there was a separation agreement. He added, as part of the agreement, there were certain improvements to the Wastewater Treatment Plant that were identified, and we agreed to fund, so these two items will appear on the Workshop Agenda. We currently have no invoices submitted.

Mr. Lapinski announced that we have one (1) add on from Merck for Sunday work that will be included on the Public Meeting Agenda.

The Workshop Meeting was adjourned at 9:25 pm to Executive Session.

Respectfully Submitted,

Michael J. Lapinski
Acting Secretary

/djl

Approved February 26, 2018