

WORKSHOP MEETING MINUTES

February 20, 2018

\* Items are scheduled to be voted on at the February 26, 2018, Public Meeting.

The February 20, 2018, Workshop Meeting was called to order at 7:00 P.M. In attendance:

- |                     |                         |
|---------------------|-------------------------|
| 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. Santi made the following announcement in Mr. Kroberger's absence:

**Announcement:** An Executive Session was held on Friday, February 2, 2018 at 3:00 pm to discuss legal appeals to sub division and land development plan applications.

- Presentation of Public Comments and Concerns:** (Limit of five minutes per individual)  
Due to Item #2

Mr. Santi asked for public comments and concerns. There were none.

- Motion to approve Resolution No. 05-2018:** DCED Small Sewer and Water Program Grant Application by Triad

Mr. Santi noted that everyone received Resolution No 05-2018 and said the deadline is Friday to apply for this grant.

Hearing no questions or comments, upon motion by Mr. Duffy, and seconded by Mrs. Hull, Resolution No. 05-2018 was approved.

- Recognition of Officer Steve Gillen for Officer of the Year by Representative Kate Harper**

Mr. Lapinski introduced Representatives Kate Harper and Todd Stephens. Chief David Duffy said Sgt. Gillen was nominated by his peers for his community service, dedication to the department and overall professionalism. Chief Duffy added that Sgt. Gillen is an asset to the Department. Kate Harper and Todd Stephens presented the House Citation to Sgt. Gillen and thanked him for all he does for the community. He was congratulated and shook hands with the entire Board.

CONSULTANTS

PLANNING/ZONING

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

As Reported by Van Rieker

- Martin Tract (Gwynedd Ridge) – cul de sac with emergency access  
The applicant resubmitted a full package which includes a cul de sac with emergency access. This will be an item on the April Planning Commission agenda.
- Morris Kaplan, Sumneytown Pike – Self-Storage
- Sumneytown Pike Overlay District
- WB Homes – Proposed Sumneytown Pike Apartments

Mr. Rieker said these three (3) items are all related. He went on to say there has been an interest in the past five (5) months with applicants that have smaller tracts (2-3 acres) along Sumneytown Pike. Current zoning along Sumneytown Pike is mixed and composed of several different districts (IN, R2, R1, etc.) The Plan Review Committee (PRC) is suggesting an overlay district with mixed use possibilities (low profile, low volume). Mr. Rieker wants the Board to authorize the Solicitor and the Planner to discuss this overlay district.

This mini storage use is currently not permitted in the IN district but is a low volume use. Mr. Rieker said the proposal is for two (2) parallel low-profile buildings occupying the corner of Allentown Rd. and Sumneytown Pike. Mr. Rieker said anything done in the overlay district would require sidewalk improvement, attractive streetscape, landscaping and signage. Mr. Rieker added that it would operate as a conditional use option.

The next property is zoned R2 (Jeppe property). WB Homes has an agreement of sale to purchase that property and is proposing two (2) garden apartment buildings with attractive front façade and a buffer between existing single-family homes. This property is on three (3) acres. These uses are low profile. Mr. Onorato said we (overlay committee) will decide on the types of uses that are appropriate uses and the area over which it should cover. The density for the proposed apartments is twelve (12) units in each building.

- Gwynedd Square Elementary School – Supplee Road, Proposed LED sign  
The Home and School Association is interested in an upgrade to their existing sign on Supplee Rd. to be changeable, digital copy. Their district is R2 and this type of sign is not permitted, but it is for an institutional use. The PRC saw a presentation from the school about what the proposed new sign could look like. Mr. Rieker said there are institutional uses in R2 district. Mr. Rieker said they will continue to review this for specific uses in the R2 district and he will present a draft to the Board regarding specific sign uses in the R2 district.

- ZHB# 18-1 609 S. Sumneytown Pike, Variance to permit the height of a detached garage 3.5 feet above the limit of 14 feet  
This is a height variance of 3.5 feet above the current limit. Mr. Onorato said they are asking for a large second floor. He said the use should be limited to no kitchen facilities and not be used for residential. It should only be used for storage. Mr. Rieker said we would condition the use for storage only.

- 878 Sumneytown Pike – Proposed professional offices in R2 District  
This proposal is for professional offices in the R2 district with the R3 district to the right and a church across the street. This will need to be reviewed by the Zoning Hearing Board for conditional use. The PRC suggested the applicant go to the ZHB for a use variance which are not easily gotten and require a great deal of testimony and facts. The current proposal is for four (4) offices with residential on the second floor. Mr. Rieker said this is to alert you of the proposal asked if there is any reason the Board does not want to proceed with this plan. The only concern the Board expressed was for a second-floor apartment as we are getting denser in residential. There are currently thirty-seven (37) parking spaces proposed, but it can be reduced by nine (9). This will go to the ZHB in April.

5. **Comprehensive Plan Update:** Grants Discussion

Mr. Lapinski said he reached out to Mike Zumpino of Triad regarding available grants. Mr. Zumpino sent an email with a list of possible grants for this project. Mr. Onorato said the Board will need to take action in order for Mr. Zumpino to apply for any of the grants. Any fees associated with the grants are for the consultant to prepare the grant application.

- \* 6. **Merck & Co. waiver request from Chapter 113-1 & 124-5:** After hours crane work on Building 36A to allow for lifting of electrical equipment through a roof hatch. Sundays, March 4, 11 and 18, 2018  
Approval
- \* 7. **Valley Forge Road North Pump Station:** 1609 Valley Forge Rd.  
Approval

This is Resolution No 07-2018. Mr. Onorato said we are waiting for the Montgomery County Planning Commission review letter that is forthcoming.

## ENGINEERING

8. **Report by T&M Associates (Updates)**

As reported by Russ Benner

- **Pennbrook Basins Status – Update**  
Mr. Benner noted the final payment is currently due and the project is now in a maintenance period which began in September 2017. We will notify the contractor of anything that needs to be done prior to releasing the maintenance bond.
- **Stormwater System Modeling Proposal – Update**  
Mr. Benner said we talked about coordinating the stormwater system modeling as it relates to issues the Township has with the sanitary sewer system. We are planning on talking to Township staff on March 8 with our GIS modeling experts to put a game plan together for the modeling work. Mr. Benner said he will report back in March.
- **Crest Rd. Streambank Restoration Project – Additional plantings in Spring 2018**  
There is nothing new to report. Mr. Benner said Mr. Troxel will complete plantings in the Spring
- **Swedesford Rd. SEPTA Bridge Inspection – Status**  
There is still no response from SEPTA after several attempts by T&M Associates staff. Mr. Benner suggested the Township call them. Mr. Lapinski to contact SEPTA.
- **Sumneytown Pike Bio-Swale Project – Status**  
Mr. Benner said there are just some minor clean up items to complete.
- **Ivy / Grannery MS-4 Project**  
All the permits have been received. Mr. Benner said we may trade some of the grant money for the Ivy / Grannery project with the Wissahickon Watershed Association project (streambank restoration). Mr. Lapinski said this project is funded by the National Fish and Wildlife Foundation (NFWF) and we are waiting to hear from NFWF regarding swapping some of the grant funds.

**FINANCE/PERSONNEL/ADMINISTRATION**

- \* 9. **Recognition of Robert Pro for 10 years of service to the Township**  
Will attend Public Meeting
  
- \* 10. **UGT Mission Statement**  
Approval

Mr. Lapinski said Mr. Kaker and Mrs. McNaney prepared a mission statement. Mr. Kaker read the proposed statement.

*"Upper Gwynedd Township's elected officials and staff shall provide innovative, safe, transparent, fiscally responsible services, and respond to the needs of all residents, businesses, and visitors of the Township in a timely, respectful manner."*

Mr. Santi said this doesn't differ from what we currently do. Mr. Lapinski said this will be up for adoption Monday night. Mr. Onorato said this should be adopted as a resolution.

- 11. **Record Room Purge:**  
Update

Mr. Lapinski said we are continuing to make progress in the record room and are identifying records to destroy per state guidelines and those we should keep permanently.

- \* 12. **Resolution No. 04-2018 - Disposition of Specific Township Records:** Police and Township Administration  
Approval

Mr. Lapinski said these are items prepared for destruction per the state guidelines. See attached exhibits.

- \* 13. **Letter to Senator Greenleaf in opposition to SB 979:** Legislation mandating police to buy back pension service credits from previous employment with other departments.  
Approval

Mr. Lapinski noted this item came to us from the Legislative Locator. From time to time the PA Municipal League sends us information about pending legislation and asks that municipalities take certain action. They are asking municipalities to oppose this bill (SB 979). Mr. Lapinski said this allows Police to purchase their credit from former departments. Mr. Lapinski said this will add cost to the Police Pension Plan. Mr. Brill said the concern is the buy back amount is less than the actual calculated liability that the Township needs to fund in the pension plan. He asked, why would the Township take on additional cost since the officer didn't serve this community. Chief Duffy said the bill is a maximum of five (5) years buy back. Mrs. Hull asked how many police officers this affects. Chief Duffy said not many as most do not move laterally and most stay until they are vested. Mr. Onorato said this is a financial issue and suggested the Township talk to their actuary to see what they have to say about it. Mr. Onorato said, financially, the Township should be concerned. Mrs. Hull said she doesn't want to take away from the Police if we don't have to especially since it only involves potentially two (2) employees. Mr. Brill said he will reach out to Chuck Frelander, our actuary, for his opinion.

14. **Communications Initiatives**  
Discussion

Mr. Kaker said this is a follow up to the communications initiatives that were previously discussed. He noted the equipment has been ordered for the TV banner channel. He added that once he has enough content on the TV channel, he will push people in that direction. Mr. Kaker also said our website has been updated and there is a pop up on the website that asks for your email address. This message will be displayed until you respond to it. He presented an example of a sewer bill with messages that drive residents to our website, etc. Mr. Kaker also presented a sample citizen survey is to see if the Board is interested in pursuing this for Upper Gwynedd. The survey is sent to residents asking about the services we provide. This survey may be useful in deciding future capital projects. Mr. Santi said it should have parameters but be kept general. Mr. Kaker said the survey can be structured how we want it. Mr. Kaker will look into the logistics of the survey. Mr. Santi expressed concern with a survey that requests residents feedback, in that the feedback is such that we can't fulfill the requests. Mr. Duffy said you want to get trends rather than specifics. Mrs. McNaney said this will help us in a lot of ways (website, communications). Mr. Santi said the biggest challenge we as a Township have, is residents understanding where they live (i.e. having a Lansdale mailing address but live in UGT). Mr. Santi stated, we need to have a good branding campaign. Mr. Duffy said we need to create our brand and promote our brand. Mr. Kaker will put some ideas together. He added the mailing address issue is the biggest hurdle. Mr. Duffy will help Mr. Kaker with the branding of the Township. Mr. Kaker added, he obtained information from surrounding municipalities regarding communications positions available with job postings and job descriptions. Mr. Lapinski asked if this communications position would be a full or part time position. Mr. Kaker said most of these positions are full time. He added, the challenge with part time is you won't get a good pool of applicants for the position. Mrs. Hull asked if we have any money for a new position. Mr. Brill said we have some reserves in the budget that the Board can direct to be used for this position. Mr. Duffy said we need to figure out what we want to achieve, then come up with a job description.

15. **American Tower Lease Agreement**  
Discussion

Mr. Brill said this is to extend the lease with American Tower by 30 years. This lease offers the Township a one-time payment of \$125,000 and new accounts put on the tower will net a revenue share of 30% as opposed to the 25% revenue share we receive from current account holders. American Tower will maintain the light at the top of the tower. Mr. Onorato said this is a series of 5-year renewals and is a little longer than usual. Our current contract goes until March 2024 and this lease will extend that until March 2054.

## PUBLIC SAFETY

\* 16. **Fire Company / Volunteer Medical Corps Draft Tax Relief Plan:**  
Update

Mr. Lapinski said this is a draft ordinance for the tax relief plan. Mr. Santi will present this to the fire company leadership. Mr. Onorato said this sets the policy to receive the tax relief for qualified Upper Gwynedd volunteers who are actively involved with fire or ambulance services. This provides for certain tax credits. It provides up to \$1000 EIT credit and up to 20% real estate tax credit. If approved, this will begin in 2019. This item does not need to be on the agenda for Monday as it has to be presented to the Fire Company.

\* 17. **Laurel House 5K Dash Against Domestic Violence:** October 21, 2018 at 8:30 am  
Approval

Mr. Lapinski reported that both of the runs are repeats.

\* 18. **Wish them Well Walk:** September 23, 2018 – 9 am – 12 pm  
Approval

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**PUBLIC WORKS/PARKS/RECREATION**

19. **Hometown Heroes Banners:** How long to display banners?  
Discussion

Mr. Lapinski said the Board approved the Hometown Heroes banners to be displayed at the Parkside Complex. Mr. Kaker said the banners will be hung from Memorial Day to Veterans Day. He received a letter from a resident who wants them hung year-round. Mr. Kaker recommends that the banners remain seasonal. The Board agreed that the banners display remain seasonal.

20. **Vacancy on the Parks & Recreation Advisory Board**  
Update

Mr. Lapinski said he and Mr. Kaker interviewed two (2) candidates to fill the opening. He said both of them bring a lot to the table. Mr. Kaker recommends Amy Juarez for the Advisory Board because she has helped with many of the events. This will be an action item for Monday night's Public Meeting.

- \* 21. **Pennbrook Water Quality Basins Final Payment:** Horst Excavating in the amount of \$22,425.07  
Approval

Mr. Lapinski said this is the final payment for the Pennbrook Water Quality Basins project. The project is in a 24-month maintenance period.

- \* 22. **Purchase of a Pick-up Truck with Plow for the Public Works Department:**  
Approval

Mr. Lapinski noted that items 22 – 25 have been approved in the 2018 budget. These are purchases through the Co-stars program.

- \* 23. **Purchase of a Tar Machine for the Public Works Department:**  
Approval

- \* 24. **Purchase of a Skid Steer Machine for the Public Works Department:**  
Approval

- \* 25. **Purchase of a Message Board for the Public Works Department:**  
Approval

- \* 26. **2018 Mill and Overlay Bid Award:** Harris Blacktopping, Inc. in the amount of \$772,236, pending reference checks and legal review  
Approval

Mr. Lapinski said we received favorable bids for the project. Mr. Troxel completed reference checks on Harris Blacktopping and has received positive responses from other Townships in Montgomery and Bucks Counties regarding the quality of their work. Mr. Onorato said there was a discrepancy with their paperwork and Dick Watt did some research on it and said Harris Blacktopping is OK and we can waive the irregularity on the paperwork (corporate signatures were signed in the wrong place). Mr. Watt will prepare a memo.

- \* 27. **Authorization to Advertise for Pickleball Court Lighting**  
Approval

Mr. Kaker said he is working with the Montgomery County Planning Commission on the pickleball court lighting.

- \* 28. **Authorization to Approve the Golf Outing Contract with Cedarbrook County Club**  
Approval

Mr. Lapinski said we have a two (2) year contract, but it needs to be signed each year.

## WASTEWATER TREATMENT

29. **NPDES Permit Renewal**  
Update

Mr. Lapinski said we received our NPDES Part I permit. This occurs every five (5) years and allows us to discharge our sanitary sewer treated flow into the Wissahickon Creek. He said there are limitations, conditions, testing requirements, sampling frequencies etc. as part of the permit. The renewal was reviewed by Township staff and engineers and they had no issues with the limitations imposed by the DEP.

30. **TMA Capital Projects Fund – Vouchers for Review:**
- A. Univest Bank and Trust Co.  
Upper Gwynedd Towamencin Municipal (1/1/18 – 1/31/18)  
Current Balance: \$1000.00 (minimum required)
  
  - B. Bursich Associates (1/1/18 – 1/31/18)  
Engineering Fees: \$ No invoice submitted

Mr. Lapinski said there has been no activity on the TMA Capital Projects this month.

Mrs. Hull said she lives in Gwynedale and they have a sign that directs residents where to park their cars during a snow emergency. She noted that residents didn't follow the rules during Saturday's snow emergency. She contacted the Gwynedale HOA and offered to create a leaflet to put on the offending cars that will tell residents where to park (driveway or overflow parking) and see if residents move their vehicles. Mrs. Hull and Mrs. McNaney offered to do this at the next snow emergency. Chief Duffy said the Police Department may have something in place and will help with this. He said in more severe storms, we do tow cars after consulting with Mr. Troxel. Mrs. Hull noticed open driveways in her neighborhood, but cars parked in the streets. She added that her HOA puts out announcements, but the residents don't listen. Mr. Lapinski said Mr. Troxel reported there were 220 cars on the streets in problem neighborhoods at the height of the storm. Mrs. McNaney said Lansdale sends out a notice every month and this past month it dealt with snow emergencies. Mrs. Hull said to let us know what areas to go to and we will put the notices on the cars. Chief Duffy replied it will be best for the Police to handle the notices.

The Workshop Meeting was adjourned at 8:40 pm to Executive Session for personnel matters.

Respectfully Submitted,

Michael J. Lapinski  
Acting Secretary