

WORKSHOP MEETING MINUTES

March 22, 2018

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

The March 20, 2018 meeting was postponed due to inclement weather and rescheduled for March 22, 2018. Signs were posted on all doors notifying the public of the postponement. It was also posted on our website.

The March 22, 2018, Workshop Meeting was called to order at 7:15 P.M. In attendance:

Kenneth E. Kroberger	President
James A. Santi	Vice-President
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

CONSULTANTS

PLANNING/ZONING

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

As reported by Van Rieker

- Martin Tract (Gwynedd Ridge) – This is a 27-lot plan that has been resubmitted for the third time. It is set for the next Planning Commission Meeting on April 2, 2018
- 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 plan was approved on February 27, 2018 with conditions.
- ZHB #18-2 – 1222 Jarvis This is a patio with a roof that needs a 7’ variance in the rear yard.
- Sumneytown Pike Overlay District – draft underway, review by PRC The draft is in process for this project. The overlay district will be composed of low traffic impact uses that will also be required to have a streetscape and a buffer from the neighboring residential. A draft is expected next month.
- 878 Sumneytown Pike – Proposed professional offices in R2 District – will file to ZHB The plan was presented to the Plan Review Committee. Mr. Hauffler would like to construct a residence / office building with parking in front. He will have to present his plan to the Zoning Hearing Board.

- LED Amendment to sign regulations – review by PRC  
This amendment is to provide a pathway for institutional properties that are in residential districts to be able to have LED signs. Currently, institutional uses have to be in the IN district in order to have LED signage. Mr. Rieker identified seven (7) properties in the R2 district which are either places of worship or schools, that could apply for LED signage if they can comply with the new standards. There are several qualifiers for this signage. The application will be by conditional use, which requires a public hearing that is advertised, and the public is notified, and it is reviewed by the Commissioners. Only a few of the current institutional uses will conform. There are some new standards for the signs. Mr. Onorato suggested we also restrict the brightness of the sign and include it in the new standards. Mrs. Hull said we have put a certain amount of controls and agrees that we should control the brightness. Mr. Onorato said it will open it up to some degree that an applicant can seek relief from the ZHB. Mr. Rieker said the current ZHB has been very strict with signs. Mr. Kroberger said we should continue discussions regarding the standards and conditional use approval for the signs. Mr. Santi said we should know the parameters of the sign uses and is concerned about surrounding residents. The Board should further discuss the uses and conditions.
- Enclave at Gwynwood Farm (4 lots on W. Prospect)  
This was approved by the Planning Commission with recommendations. It could be an action item for the Board in May.
- 209 Morris Rd. (2 lot subdivision)  
This is scheduled for the next Planning Commission Meeting on April 2, 2018. The owner is Hager and the proposed developer is Caracausa. This is an oversized deep lot in which some of the neighbors have expressed some issues, such as more traffic on Old Morris Rd. and drainage from stormwater issues on Acorn Lane. Mr. Rieker said there will be access off Morris Rd. and Old Morris Rd. He added that this is a contentious plan from the neighbors perspective.
- Cottage Avenue – Conditional Use to remove requirements for sound wall  
The sound wall was required because of a stone crushing business. PECO confirmed there will be no more industrial uses, so the applicant has asked that the sound wall requirements be removed. This needs to be amended by a hearing. This will be an action item for May. Mr. Lapinski said they are still moving the material (crushed stone) out of the area, but the crusher is gone. Mr. Kroberger said we still need to talk about zoning. This will be on the Planning Commission agenda for April.
- Newbury II Zoning Map Correction  
The subdivision line was off a few feet and the applicant has amended the map to reflect the correction and is in the process of recording the change with the County.
- Montgomery Township Conditional Use Application: Shine Time Car Wash  
We were notified of this zoning action because we are an adjoining municipality. Mr. Lapinski showed a visual of the proposed area. Traffic management is a concern. Mr. Rieker said they are having a conditional use public hearing soon and asked if the Board wants to take an official position on the application. Mr. Santi expressed displeasure in taking a position. Mr. Lapinski added that this is not a traditional car wash, in that they can queue up to sixty (60) cars for the wash and it will add a considerable amount of

traffic. Mr. Onorato added that he believes Montgomery Township will be attuned to the traffic issues.

- **Newbury Phase I Punchlist (PRDC Letter)**  
Mr. Lapinski said we received a letter from the developer where he indicated his schedule for completing all punchlist items. He added the landscaping and gate installation will be completed once the weather breaks.
- **Comprehensive Plan Update**  
Mr. Lapinski reported there are DCED grant programs which will provide 50% of the grant money for a comprehensive plan update. This is only for a full comprehensive plan. Mr. Rieker said a full plan will cost approximately \$70,000. Mr. Santi asked about the County consultant to which Mr. Rieker said you can hire the County over a 3-year basis. He estimates it will take approximately 18 – 24 months for the Comprehensive Plan Update. Mr. Lapinski noted that the Borough of North Wales is currently contracted with the County. He will check to see how their experience is with the County. Mr. Santi suggested we ask Triad to research and write the grant. Mrs. McNaney said she is planning to go to the Montgomery County Planning Commission session on the Montco 2040 grant process. Mr. Brill said we have \$37,000 budgeted. Mr. Lapinski will talk to Mr. Zumpino about applying for the grant. Mr. Santi said we should get a proposal from the County for a full comprehensive plan. Mrs. Hull commented that it would be good to know how much other municipalities have spent on their comprehensive plans. Mr. Lapinski will research that information and report back. Mr. Santi added, we should update the comprehensive plan to make it current and have a parallel study with the overlay district.

- \* 2. **Resolution No. 03-2018, Preliminary Plan Subdivision and Land Development Approval:**  
Newbury Phase II  
Decision

Mr. Lapinski said the applicants have asked that the Board consider their preliminary plan subdivision for approval. Mr. Kroberger asked if anyone had any concerns. There were no further concerns from the Board. Mr. Santi questioned whether we would be considering this plan without the map correction. Mr. Rieker said it will be a condition of the plan that the applicant will have to abide by. The applicant will present the plan to the Board of Commissioners on Monday night at the Public Meeting.

- \* 3. **Merck & Co. Extension Request for Land Development:** Upper Gwynedd Site  
Approval

Mr. Lapinski said we have a long-standing developer agreement with Merck for land development at the Upper Gwynedd site. This is an extension of that agreement which involves improvements on Wissahickon Avenue and the bridge. It will extend the agreement to December 31, 2018.

- \* 4. **Merck & Co. waiver request from Chapter 113-1 & 124-5:** After hours crane work on Building B38 to lift steel onto the roof for the ongoing PnP Renovation Project. Sundays, May 13, 20 and 27, 2018  
Approval

Mrs. Hull questioned why we have these waivers each month if we always approve them. Mr. Lapinski said it is still a waiver even though we've never denied any of them. Mr. Onorato explained that this is an ordinance that applies to the entire Township. He added that it is usually granted for Merck because it involves buildings that are interior to the site, but there could be circumstances in which someone would want to do this on a Sunday, in a location that is closer to a residential development, which is why you have this in your ordinance.

5. **C-Commercial – Zoning Text Amendment**  
Discussion

Mr. Lapinski said this is the final draft form of the C-commercial Zoning Text Amendment prepared by Wisler Pearlstine. If the Board is ok with it, then the planning process can begin by sending it to the County and putting it on the agenda for the April Planning Committee meeting. Mr. Kroberger expressed concern over item #5 and asked if boarding house, rooming house, tourist house or motel, etc. is still under special exception? He noted, if hotel is under conditional use, then these uses should be there also. Mr. Onorato said we are removing them as allowable uses. A discussion further ensued regarding the type of activity and uses with greenhouses and nursery sales as conditional use. The Board said we should run this past Mr. Garrity. Mr. Lapinski said we will get a new draft.

6. **Whites Road Park - Playground Renovation Project**  
Discussion / Request for Assistance

Mr. Lapinski said he met with Lansdale officials regarding the above project. Mr. Lapinski said under our SALDO, we will receive a monetary donation from the Martin tract development in lieu of the developer providing park facilities on the subdivision. The developer, Pulte, would owe the Township \$46,000. There is a connection proposed from the subdivision and Oxford Circle to Whites Road Park. Lansdale has a grant application to DCNR to renovate the playground. It is a \$400,000 project with a \$200,000 grant and equal match of Lansdale providing \$200,000. Lansdale is proposing a match of \$100,000 and are asking Upper Gwynedd Township and Pulte to split the remaining \$100,000. Lansdale will have to approach Pulte on their own for further contributions. Mr. Lapinski said we can donate the \$46,000 contribution for the Martin Tract from Pulte as an improvement project as there is a walking path that will connect Martin tract to the Whites Rd. park. He also said it's a way to get a park facility without any Township maintenance responsibilities. He went on to say, residents of our community use Whites Rd. Park and it will benefit the new residents. Mr. Lapinski added there is a grant deadline in April, and said if the BOC is agreeable, that there be authorization to do a letter that can be submitted with their grant application to DCNR. Mr. Onorato said Lansdale's position is that it is a Lansdale Park within Upper Gwynedd that they've improved, and these amenities can be experienced by Upper Gwynedd residents, so they are seeking help with the improvement plan. Mrs. McNaney expressed concern about spending the money for the twenty-seven (27) new home residents at the Martin Tract. Mrs. Hull said the park improvements would benefit all residents of Upper Gwynedd and added that she and her family uses this park a great deal. Mr. Onorato said the trail will link Stonegate, Oxford Circle and other communities. Mr. Lapinski said the proposed renovation project is designed towards children with physical and mental disabilities. Mr. Onorato added the residents are getting a \$200,000 park for a developer's contribution of \$46,000. Mr. Kroberger and Mr. Santi said to get Mr. Duffy's opinion. We will commit as long as Mr. Duffy is in agreement. Mr. Santi added that we should pay invoices, not just give them \$46,000.

## ENGINEERING

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

As reported by Russ Benner

Mr. Benner announced there is a preconstruction meeting for Cottage Avenue on 3/28/18 at 9:00 am

- Pennbrook Basins Status – Update  
There is nothing new to report. They are in the maintenance period for this project.

- GIS Map Development – Update  
We met with Township staff. We are putting a proposal together that will consolidate all the mapping in the Township to allow Township staff to access that information electronically. This will help make a determination of the uses of the system. We have a possible intern for the summer from Lafayette College, but the intern will be hired by the Township. Mr. Brill said we budgeted \$30,000. Mr. Duffy suggested to Mr. Lapinski that we use some I/I budget to help with the GIS Map Development. Mr. Lapinski will meet with Mr. Brill to see if we can reallocate some of that money.
- Crest Rd. Streambank Restoration Project  
Additional plantings in Spring 2018.
- Swedesford Rd. SEPTA Bridge Inspection – Status  
Mr. Lapinski sent an email to SEPTA and the next day, we received a notice that is under legal review at SEPTA and also at T&M and should be expedited and completed soon.
- Sumneytown Pike Bio-Swale Project – Status  
Seeding and finish work to be completed in the Spring.
- Ivy / Grannery MS-4 Project  
Mr. Lapinski said we are allocating some of the funds from the NFWF Grant to a different project (WVWA project in PECO corridor) and will apply for a Montco 2040 grant. The Ivy/Grannery Project is designed and permitted. We can get credits for sediment reduction with the WVWA project.

- \* 8. **Resolution No. 11-2018:** Request for Montco 2040 Implementation grant for Ivy/Grannery Bioretention Project  
Approval

Mr. Lapinski reported the grant was submitted.

## FINANCE/PERSONNEL/ADMINISTRATION

- \* 9. **Recognition of Chief David Duffy for 10 years of service to the Township**  
Will attend Public Meeting
- \* 10. **Resolution No. 08-2018 - Disposition of Specific Township Records:** Accounting and Administration  
Approval

Mr. Lapinski said we are making good progress with the record room purge. One hundred boxes have been allocated to be put into electronic form. The challenge we have is the large plans, and most of them are Merck

plans. We have to figure out how to store the big plan sets. Mr. Kroberger said we can look at some off-site storage for things we have to keep permanently.

- \* 11. **Letter to Senator Greenleaf in opposition to SB 979:** Township Letter opposing legislation allowing police to buy back pension service credits from previous employment with other departments.  
Approval

Mr. Lapinski reported, the PA Municipal League is proposing that municipalities write to their Senator asking they oppose this plan based on cost. Mr. Brill reported that our actuary said the way the bill is written, would cost the Township quite a bit of money to contribute retroactively. The cost of the plan is higher than the buy back and he recommended that we oppose the plan. Mr. Lapinski said there will be a draft letter in the packet for Monday. Mrs. Hull said she won't approve the letter.

- \* 12. **Resolution No. 10-2018:** National Library Week, April 8 – 14, 2018  
Approval

- 13. **Communications Initiatives**  
Update

Mr. Lapinski said the next step is to take a look at alternatives to our current website provider. Mrs. McNaney said she is getting a proposal from Sal of Virtual Town Hall and he is coming to present it to Mr. Lapinski and Mrs. McNaney next week. The goal is to make the site more user friendly. Mrs. McNaney added that this is a good first step to get some ideas as there is so much information out there.

- 14. **State gerrymandering - local support for Resolution**  
Discussion

Mr. Lapinski reported this is local support for a resolution that takes the redistricting map out of the hands of the legislators and puts it in the hands of the citizens committee. He added this is for the Board's consideration as to whether you want to support it. Mr. Lapinski went on to say that gerrymandering benefits certain demographics and has been an issue in Pennsylvania for a while. Mr. Kroberger said redistricting occurs every ten (10) years based on population shifts. The districting map that went through the PA House and Senate was convoluted and the legislators couldn't agree on the districts, so it went to the courts. The courts made the new map that was appealed to the State Supreme Court and they said the map will stay the way it is. Mr. Kroberger added, much of Montgomery County and a little of Berks County is now district 4. Mrs. McNaney said there is a list with seventeen (17) municipalities that have passed this resolution which stands for taking politics out of redistricting. A discussion ensued on redistricting. Mrs. McNaney said she believes this is something that we should consider making it fair and based on non-partisan. A discussion ensued how the committees are selected for the Fair Districts PA. A representative from Fair Districts PA will be present at the Public Meeting on Monday.

Mr. Kroberger said this will not be on the agenda for Monday but for discussion only.

- \* 15. **Tyler Software Recommendation for Finance / HR**  
Approval

Mr. Brill said we are budgeted for \$150,000 to replace and upgrade the accounting software. He said we have outgrown our current software which was put in place in 2004. Several companies presented proposals with product demonstrations. The accounting team recommends Tyler Incode software as they are ahead of the competition. It will benefit the Township by making this more controlled with less double checking as the managers and staff can interface with the software instead of doing things on paper. Tyler software is the largest company in North America focused exclusively on the public sector. Mr. Brill further explained the software and

the company. Pricing is based on a state contract. \$101,680 for one-time product cost including set up and change over and annual maintenance fees of \$28,752 per year.

## PUBLIC SAFETY

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

Mr. Santi met with Fire Chief, Chris Sharkey. Chief Sharkey presented the draft ordinance at the member meeting of the Fire Department. He will further review it and come back with a pro or con recommendation. Mr. Onorato added that he spoke with Mr. Ryan of Worcester Township and they worked out an agreement with Berkheimer for their non-resident qualified fire company volunteers that the Township would pay the credit to Berkheimer. Mr. Santi asked for a list of resident and non-resident members. Mr. Santi added the Upper Gwynedd Fire Department is looking to getting more exposure with residents (i.e. doing things gratis for residents) to highlight the Fire Company so residents will know who they are. Mr. Santi noted a huge progression of the Fire Company in the past eight (8) years. He added, they need some improvements on their fire truck, a new ladder truck and in the future a new building. Mr. Santi suggested we bundle the Fire Company with our new communication initiatives. Mr. Santi noted that they currently have a good number of volunteers.

- \* 17. **Resolution No. 06-2018:** Emergency Operations Plan Promulgation  
Approval

Mr. Lapinski said this update to the Emergency Operations Plan is done every two (2) years.

- \* 18. **Corpus Christi School 5K Run:** May 5, 2018 at 8:00 am  
Approval

Mr. Onorato said there is new case law that says municipalities are responsible for the safety of the routes since we are sanctioning the race. The Police Department will inspect the routes for safety.

19. **Upper Gwynedd Fire Department:**  
Update

The update was included in item # 16.

## PUBLIC WORKS/PARKS/RECREATION

- \* 20. **Pickleball Court Lighting Bid Award:** Bid Opening March 20, 2018 at 10:00 am  
Approval

Mr. Lapinski reported that we received the recommendation letter from T&M. We received 2 bids, but one was done in error with a miscalculation. The bid should be awarded to the second highest bidder, BSI, in the amount of \$26,800.

- \* 21. **Equipment Rental advertise the bid**  
Approval

Mr. Lapinski said this is an annual bid and our current contract ends April 30, 2018.

22. **Multi-Modal Grant Application Denial from PennDOT**  
Update

A discussion ensued regarding the multi-modal grant denial. The question was asked, do we want to enhance the current grant application with additional sidewalks and curbing? Mr. Benner suggested going after the CFA grant in July and evaluate what they have awarded in the past. The cost for the grant application process is approximately \$1500.

\*\*Grant discussion for Multi modal – put on agenda for discussion in April

23. **DCED Multi Modal Grant Application:** Due by July 31, 2018  
Discussion

## WASTEWATER TREATMENT

- \* 24. **2018 Manhole Chimney Seals Project Bid Award:** Mobile Dredging and Video Pipe - Bid of \$39,282 or Advanced Rehabilitation Technology Alternate Bid of \$49,435  
Approval

Mr. Lapinski said Mr. Currie's recommendation is to award the alternate bid to Advanced Rehabilitation Technology as the product is superior and comes with a 10-year warranty.

- \* 25. **Meadowbrook Rd. CIPP & CIP Saddle Liners Project Bid Award:** Insituform Technologies, LLC in the amount of \$84,790  
Approval

Mr. Lapinski reported the bid for this project came in under the \$100,000 budgeted amount. We may extend this to include Jenkins Lane.

26. **East Interceptor Corrective Action Plan and Connection Management Plan removed by DEP**  
Discussion

Mr. Lapinski said the Corrective Action Plan has been removed which is a direct outcome of the I/I work that has been completed in the Township.

- 27. **TMA Capital Projects Fund – Vouchers for Review:**
  - A. Univest Bank and Trust Co.  
Upper Gwynedd Towamencin Municipal (2/1/18 – 2/28/18)  
Current Balance: \$1000.00 (minimum required)
  
  - B. Bursich Associates (2/1/18 – 2/28/18)  
Engineering Fees: \$ No invoice submitted

There were no vouchers or invoices submitted.

The Workshop Meeting was adjourned at 10:00 pm to Executive Session.

Respectfully Submitted,

Michael J. Lapinski  
Acting Secretary

/djl

**Approved April 23, 2018**