

WORKSHOP MINUTES

April 17, 2018

\* Items are scheduled to be voted on at the April 23, 2018, Public Meeting.

The April 17, 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

CONSULTANTS

PLANNING/ZONING

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

As reported by Mike Lapinski in Van Rieker's absence:

- ZHB #18-2 – 1222 Jarvis Rd. - Sarringer – patio with roof, variance  
This is a 7' rear yard variance for a patio with a roof. The required setback is 50' and they are requesting a setback of only 43'.
- Sumneytown Pike Overlay District – draft underway, review by PRC  
Mr. Rieker sent out a model ordinance that he has used in the past and we can tailor it for our use. This will be further discussed at the Plan Review Committee Meeting this month.
- 209 Morris Rd. (2 lot subdivision) – scheduled for Planning Commission on 5/7/18  
This is a small subdivision that has been in front of the Planning Commission once but there are some open issues. The neighbors have some drainage concerns and issues with access to the lot. Dave Caracausa, the developer, is making some revisions to the plan and will attend the May Planning Commission meeting to address concerns from the March meeting.
- Cottage Avenue – Revised Conditional Use Approval to remove requirements for sound wall – scheduled for May BOC Meeting  
This development is currently breaking ground. There was a conditional use approval that required an 18' sound wall in the rear to buffer noise from the former crushing operation on the PECO corridor. The crushing operation is in the process of being removed. The applicant has asked that the Board consider eliminating the sound wall from the conditional use approval. We will need to have a hearing at the May Public Meeting where the applicant will state their case as to why the sound wall is no longer needed. They will present a letter from PECO to the Planning Commission that the

crushing operation will no longer exist, then the Planning Commission can make their recommendation to the Board

- Newbury II Zoning Map Correction – approval recommended by UGT Planning Commission  
The applicant received preliminary plan approval but will be back in for final plan approval. They do need a map revision hearing for the correction to the zoning district at the Sanctuary Methodist parcel that is being sold to the developer. Mr. Onorato added that if this is not done, part of the church property will be zoned R2.
- Newbury Phase I Punchlist (PRDC Letter)  
We received a letter of commitment from the developer, PRDC to complete items on the punchlist. This will begin as soon as the weather breaks. The gate location is to be agreed upon by the HOA, developer and Township which will be marked on a plan and be recorded with the Township. Mr. Lapinski will contact the PRDC attorney about setting up a meeting to decide on gate location.
- Comprehensive Plan Update  
Mr. Lapinski spoke with Christine Hart at North Wales Borough about their experience with Montgomery County services and their comprehensive plan update. She said their experience has been excellent and recommends we contact them about our plan update. The County provides all comprehensive plan services. North Wales is doing a 20/40 plan. Mr. Lapinski contacted the County and the next step is to meet with their planner to discuss what we want accomplished with our update, then we can get a proposal. He added there are no upfront costs associated with the proposal. Mr. Lapinski will let everyone know when meeting will be set up.
- 857 Twinlyn Drive – Cunningham – Proposal for installation of fence within utility easements.  
Mr. Lapinski said this has been before us before. This property has utility easements on both sides and the homeowner wants to encroach on the easement line with a 4'-6' fence. The Township has refused her request before to keep the easements clear for maintenance/repair purposes. She was told she may go up to the easement line, but not over it. The homeowner has now submitted plans to encroach on the sanitary and stormwater easements. Mr. Onorato said we received a drawing that indicates the fence is off the pipe line and the homeowner has agreed to remove the fence at her expense if the pipes need to be serviced. Mr. Onorato said the fence would have to be installed in a manner that it is easily removed. The applicant is suggesting 3' off the pipes and doesn't cross the pipes. Mr. Lapinski asked if we want to maintain a consistent policy in the Township that you can't encroach on an easement or make exceptions as they come up. Mr. Kroberger asked to see the agreement and what kind of fence the applicant wants to install. He is concerned about how quickly the fence can be removed if we have to service the pipes in an emergency. This may be a possible addition to the May agenda.

\* 2. **Resolution No. 13-2018, Gwynedd Ridge Preliminary Subdivision Plan:** Martin Tract Decision

Mr. Lapinski said this subdivision is off Allentown Road. The applicant has been through staff review and the Planning Commission recommended approval of the plan for 27-lot, single family home subdivision. There will be one access off of Allentown Rd., full signalization at Oxford Circle with crosswalks installed and sidewalk to Whites Road. He added, there is the required open space under PRD zoning. There is a cul de sac at Green St. with emergency access. The applicant requested a waiver to install Belgium block which would require the roads to be private. This is for preliminary plan approval and the applicant will need final plan approval at a later date before the Planning Commission and the Board. Mr. Onorato said there are several waivers to the Preliminary

Subdivision Plan. Mr. Benner is concerned with waiver "C" - He wants the applicant to provide turf reinforcement matting instead of sod. Waiver "D" needs to be redesigned. The applicant withdrew request for that waiver. Waiver "E" – Mr. Benner said we have no objection to Raingarden C and will grant the waiver for C only but not the other two. Waiver "K" should be removed because the plan was revised. Tim Woodrow will provide a letter revising the waivers. Mr. Lapinski said we received Traffic Engineer, Andy Heinrich's, review letter. The Montgomery County Planning Commission recommended additional sidewalk. Mr. Lapinski said sidewalk is provided in the development on one side only. A discussion ensued regarding sidewalk locations and the applicants' request for a waiver. Tim Woodrow said they requested the waiver as there isn't any pedestrian connection along Allentown Rd. and further explained the waiver request on other areas of the subdivision. Mr. Duffy said there is a proposal for a trail in that area. Mr. Benner said our SALDO requires sidewalks on both sides. Mr. Santi noted there is no sidewalk waiver included in the resolution. Tim Woodrow will include the request in his letter. Mr. Woodrow said he will take the consensus of the Board regarding sidewalks into consideration. A Pulte representative gave reasons for not putting sidewalk on both sides. He said it would add additional cost to the HOA to maintain it and it would add more impervious surface. Mrs. Hull said the pros outweigh the cons on having sidewalks on both sides of the road. Mr. Lapinski said we will get a revised draft of the waivers prior to Monday's meeting.

- \* 3. **Resolution No. 14-2018, Gwynedd Ridge Act 537 plan revision for new land development**  
Approval

Mr. Lapinski said this is a form Resolution regarding Act 537 plan revision to DEP.

- \* 4. **Resolution No. 15-2018, Enclave at Gwynwood Farm, Preliminary/Final Subdivision Plan**  
Decision

Mr. Lapinski noted this is the Preliminary/Final Subdivision Plan on West Prospect. This was originally approved as a 3-lot subdivision, but the developer purchased the adjacent lot and it is now 4 lots. There are 2 accesses off Prospect Avenue, then splits to private driveways and an easement will be provided. They are taking sewer access from the line that runs along the back of the properties (East Interceptor). There are stormwater management features in the back for the HOA. A discussion ensued regarding shared laterals. The Montgomery County Planning Commission and the Upper Gwynedd Planning Commission recommended approval of plan. Mr. Benner has no issues with the waivers.

- \* 5. **Authorization to advertise Ordinance No. 2018-02:** LED sign amendments  
Approval

Mr. Lapinski reported this is to allow for LED signs in residential districts for institutional uses only, under certain conditions. Mr. Onorato to send the Ordinance and it will be included in the Public Meeting packet for Monday.

- \* 6. **Authorization to advertise Ordinance No. 2018-03:** R2 rezoning of PECO Corridor in West Point from LI to R2  
Approval

Mr. Lapinski explained that a portion of the PECO corridor in West Point is zoned R2 and some is zoned LI. This Ordinance is to rezone the entire corridor to R2 since the crushing operation has been eliminated. This will make it a preexisting legal non-conforming use. Mr. Onorato will notify PECO.

## ENGINEERING

As reported by Russ Benner:

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

- Pennbrook Basins Status – Update  
Nothing new to report other than the basins worked well during the heavy rain storm. Mr. Lapinski said a resident complained about water in his back yard. He offered to meet with the resident, but the resident hasn't responded to his request.
- GIS Map Development – Update  
Mr. Benner has an interview with an intern from Lafayette College on Thursday.
- Crest Rd. Streambank Restoration Project – Additional plantings in Spring 2018  
The plugs are in stock. We will help a neighbor with some erosion issues.
- Swedesford Rd. SEPTA Bridge Inspection – Status  
The agreement and insurance certificates are in. Three people will do one-day training with SEPTA and the inspection should be done in June.
- Sumneytown Pike Bio-Swale Project – Status  
Nothing new to report until the weather breaks. Seeding will be completed soon.
- Ivy / Grannery MS-4 Project – Update – Schedule neighborhood meeting  
The meeting with residents is scheduled for May 1, 2018. We need to complete this project before October to comply with the NFWF grant. Mr. Lapinski said we are also putting a swale in at Grannery. We will use our equipment contractor as well as Township staff to complete this project.

## FINANCE/PERSONNEL/ADMINISTRATION

### 8. Communications Initiatives

#### Update

Mr. Kaker reported that we now have 779 email users. We have received over 100 new respondents since January. Mrs. Hull said she, Mrs. McNaney and Mr. Lapinski met with someone whose company updates municipalities websites. He gave us a presentation on how to update our website. They discussed his suggestions and decided they need to shop around. Mr. Lapinski suggested we revive the former Communications Committee to discuss the communication needs of the Township. Mr. Kroberger said the Communication Committee discussed network security in the past. Mr. Duffy said he has someone in mind for the committee that has a lot of experience in this area. Mrs. Hull will reach out to Pat McGee, as he expressed interest in being involved with the Township. The Board agreed to revitalize the Communications Committee. Mrs. McNaney said she only views our website from her phone or iPad and said it is much different than viewing the actual website. She added that the person they met with can make the app be the same as the webpage. Mr. Lapinski said we need an adaptive version of our website. He will contact Ken Weirman as to his interest in the Committee.

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

Mr. Lapinski said this is for local support for a resolution presented by Fair Districts PA. More information was provided by Fair Districts per our request. This is for a Constitutional Amendment that allows for a citizens committee to set the district boundaries in PA. This would occur after the 2020 Census. A discussion ensued regarding supporting the Resolution. The Board agreed to keep this as a discussion item.

- \* 10. **2018 PSATC Annual Commissioners Conference:** June 21-24, 2018, Skytop Lodge, Skytop, PA  
Registration Deadline is May 10, 2018  
Approval

A discussion ensued regarding what goes on at the Conference. They discussed that attendance has gone down at this conference because there is more participation at the 2<sup>nd</sup> Class Township Conference at Hershey. Mr. Lapinski offered assistance in registering for the Conference if anyone is interested.

- \* 11. **Back Stair Walkway Awning:** Authorization to proceed  
Discussion

Mr. Lapinski reported it is in the budget to cover the back walkway to the door. The current proposal expanded the awning past the railway and expanded the deck covering. Mr. Kroberger doesn't think we need to cover the entire area including the steps as it would be overbudget to do the entire area. The proposal is for an awning similar to what is on the police side. A new proposal will be included in the Public Meeting packet.

12. **North Wales Business Alliance:** Link on our website  
Discussion

Mr. Lapinski said we offer links on our website to organizations. Mr. Lapinski will contact Duncan about putting the North Wales Business Alliance link on our website. Mr. Santi asked if we offer businesses in our community a link or advertising. Mr. Lapinski said we offer the link to non-profits if they request it.

## PUBLIC SAFETY

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

Chief Sharkey provided information on who is eligible for the tax relief. Mr. Brill said there are thirty-six (36) active volunteers that own or rent in the Township and would benefit from the tax. There are thirty-two (32) active volunteers that live outside of the Township. This Ordinance would impact those that live in the Township and the estimated cost to the Township is approximately \$15,000 per year. VMSC has about 4 or 5 volunteers that may qualify. Mr. Santi asked what the next step would be. Mr. Onorato said there needs to be a process on how a volunteer qualifies for the tax relief. Chief Sharkey supplied a Point System Classification that may work and can

be attached to the Ordinance. The Board agreed to move forward with the Tax Relief Plan Ordinance. We need to get information from VMSC.

This will be placed on the Agenda in May for authorization to advertise the Ordinance.

## PUBLIC WORKS/PARKS/RECREATION

- \* 14. **Equipment Rental for various Stormwater Projects Bid Award:** Bid Opening on 4/17/18  
Approval

Mr. Lapinski reported the bids were opened and Floyd Hersh was again the low bidder by \$84,000 against the second low bidder. The bid award is for \$232,728 which is based on an estimated number of hours. Mr. Lapinski said we will likely not exceed \$115,000 for completing Ivy/Grannery.

- \* 15. **Authorization to purchase a Ford F350 Truck:** For Parks & Rec / MS-4 usage  
Approval

Mr. Lapinski said this is on the Parks and Recreation budget. This proposal is under the budgeted amount. Mr. Santi questioned the size of the truck and is concerned it is too big for the Parks & Rec Department. Mr. Duffy explained that it will be used for snow plowing as needed.

- 16 **Safety Assessment Report:** Parkside Playground  
Discussion

Mr. Lapinski reported there is a Safety Assessment completed every three (3) years on the Parkside Playground. We engaged Leathers to do the safety assessment, who was also the designer of the playground. They reported our playground has about 5 years of life left in it and needs only minor repairs. These playgrounds typically have a life expectancy of 20 years and ours is currently twenty (23) years old. The cost for complete replacement is about \$700,000 - \$800,000. We will continue to maintain, and repair the playground as needed.

17. **Authorization to fill Part-time opening in Public Works Department**  
Approval

Mr. Lapinski said we have this vacancy because the employee moved to work at the WWTP as a FT Collection System Operator from Public Works.

## WASTEWATER TREATMENT

- \* 18. **Resolution 12-2018:** Establishing a fee for the operation of the Township's Pre-Treatment Program during calendar year 2017  
Approval

Mr. Lapinski stated that annually, we establish of fee for the prior year for our MIPP Program. Mr. Brill will have the numbers next week. This is for Colorcon and Merck for Pre-treating their flow prior to it coming to our WWTP. We inspect their pre-treatment on a regular basis and assess a fee to cover our cost.

- \* 19. **WWTP Security Proposal:** Authorization to proceed with State contract Approval

Mr. Lapinski reported that the WWTP engaged a consultant to look at their security needs. He added there is not a lot of security at the WWTP, other than fence. This is a proposal from NextGen provided by Tom Catagnus, a security expert. He provided a review of the security needs at the plant. We budgeted \$50,000 for security upgrades. This proposal is primarily cameras and a keyless entry system. The proposal is for \$43,354 and this can be engaged through a state contract.

- 20. **TMA Capital Projects Fund – Vouchers for Review:**
  - A. Univest Bank and Trust Co.  
Upper Gwynedd Towamencin Municipal (3/1/18 – 3/31/18)  
Current Balance: \$1000.00 (minimum required)
  
  - B. Bursich Associates (3/1/18 – 3/31/18)  
Engineering Fees: \$ No invoice submitted

There were no vouchers or invoices submitted.

Mrs. McNaney suggested we recite the Pledge of Allegiance prior to the Public Meetings, to which the Board agreed. The flag needs be moved to the right side.

The Workshop Meeting was adjourned at 8:35 pm to Executive Session for personnel and litigation.

Respectfully Submitted,

Michael J. Lapinski  
Acting Secretary

/djl

**Approved May 29, 2018**