

WORKSHOP MINUTES

July 17, 2018

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

The July 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	Township Manager
David Brill	Finance Director
David W. Duffy	Police Chief
David C. Onorato	Township Solicitor
Russ Benner	Township Engineer

CONSULTANTS

PLANNING/ZONING/CODE ENFORCEMENT

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

As Reported by Van Rieker

- Hartford Properties Conditional Use Application

The hearing is set for the August Board of Commissioners meeting. The plan is for a convenience store with gas and multiple use tenants. Mr. Lapinski explained, due to the changes in our C-Commercial District code, we have allowed applications to be submitted under conditional use. This plan has been before the Board of Commissioners and the Zoning Hearing Board in the past. It shows a convenience store with gas and multiple tenants in the back. There is a right and left in/out on Church and a right in, right out only onto Sumneytown Pike. We will get comments from Jim Garrity, Special Counsel, Ken Amey, Special Zoning Officer and Russ Benner, Engineer, regarding the submitted plans. Ed Mullin has asked for a preliminary opinion. Mr. Onorato explained, a preliminary opinion is permitted in the MPC and is usually an interpretation that the submitted plan meets certain criteria. The applicant will need zoning relief for the sign package.

- Sumneytown Pike Overlay District – Comments received from MCPC

We've received input from the MCPC and we are reviewing those comments

- 209 Morris Rd. (2 lot subdivision)

This is under review and will be on the August Planning Commission meeting

- Newbury Phase I Punchlist (PRDC Letter)

Mr. Lapinski is meeting with the developer tomorrow as there are still a few issues with the gate. The issues brought up by Joe Mack are being addressed.

- ZHB #18-04 – 314 Highland Ave. – Decision pending 7/24/18

This is a garage variance that goes to the ZHB next week.

- ZHB #18-05 – PRDC 1-year extension This is Newbury Phase II

No new developments on this project. Our zoning code requires that a permit be pulled within 1 year for the project to be sustained. The applicant has filed for a continuance as the year is expiring.

- ZHB 18-06 – Spagnola Home Occ. Front yard parking

This is a single-family home on Ivy Lane. The resident wants to open a home occupation (acupuncture). She needs a variance that additional parking will be in the existing driveway.

- ZHB #18-07 – LoPiccolo, 700 S. Broad St.

The applicant has two (2) properties on Park Ave – a restaurant and apartment. The property across the street is 700 S. Broad and he wants to use 2/3 of the property for additional parking to support his business across the street on the back portion of the vacant property. He needs a variance to have parking in the C-Commercial district – approximately 18 – 20 spaces. Mr. Onorato expressed concern with the plan as it may limit the use of the front portion of the vacant property.

Add to the Public Meeting Agenda – motion to authorize Mr. Onorato to appear at the ZHB hearing on behalf of the Township

- ZHB #18-08 – Colorcon

Representatives of the applicant were present. The applicant is proposing to upgrade the facility. They will appear before the ZHB next week. The plan calls for raising the roof on a portion of the building to create more warehouse space, redesign some parking, and add new loading docks. The request is for permission to not provide the required amount of parking spaces dictated by the zoning code. The site is used for shipping / storage. Kim Freimuth said there is excess parking for their current needs and removing some of the spaces will still provide for 30% more spaces than is currently needed. The plan will need to go through the land development process.

Mr. Onorato recommended the applicant agree to a condition of the approval that they add additional parking in the future should the Township determine that this is needed. Ms. Freimuth said that would be acceptable.

2. **Code Enforcement Activity Report**

Mr. Lapinski said this was included in the Workshop Packet.

- * 3. **Merck & Co. waiver request from Chapter 113-1 & 124-5:** After hours crane work on Building 29 for the Water Tank Removal and Installation Project. Sundays, August 5 and 12, 2018
Approval

Mr. Lapinski noted that the next four waiver requests from Merck are for ongoing work at the facility.

- * 4. **Merck & Co. waiver request from Chapter 113-1 & 124-5:** After hours crane work on Building 56 for the Roof Replacement Project. Saturdays and Sundays, August 4/5 and 11/12, 18/19 and 25/26, 2018
Approval

- * 5. **Merck & Co. waiver request from Chapter 124-5:** To operate a vacuum excavation truck and other noise creating equipment on Building 56 Roof Replacement Project. Saturdays and Sundays, August 4/5 and 11/12, 18/19 and 25/26, 2018
Approval

- * 6. **Merck & Co. waiver request from Chapter 113-1 & 124-5:** After hours crane work on Building 38 for the Roof Replacement Project. Saturdays and Sundays, August 4/5 and 11/12, 18/19 and 25/26, 2018
Approval

7. **Comprehensive Plan Steering Committee:** Formation
Discussion

Mr. Lapinski said we entered into an agreement with the County which will begin in September. He asked for thoughts on how we recruit for the committee. The committee should consist of two (2) board members, planning commission members, business members and staff (7 – 9 members total). Mr. Rieker said others will be invited to the meeting as needed for input about specific areas. It was noted that in the past, resumes were typically submitted by word of mouth. Mrs. Hull suggested we advertise for this committee on social media.

The Board of Commissioners agreed that we should prepare a post to be displayed on the website. Mrs. Hull and Mrs. McNaney will be the Board Members on the committee.

ENGINEERING

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

As Reported by Russ Benner

- Ivy / Grannery MS-4 Project – Update

We are moving forward and will formulate a plan for 249 Hancock Road to help a resident address her drainage issues.

- Pennbrook Basins Status – Update

100 Plugs were planted in Basin 3. Basins 2 and 3 are starting to grow. Trees and shrubs will be planted in the fall in all 3 basins.

- Swedesford Rd. SEPTA Bridge Inspection – Status

The T&M Bridge Engineer has completed SEPTA training. We are now coordinating equipment. This repair work will be done over the course of two (2) overnights.

- West Prospect Avenue Bridge

Our Engineers have confirmed what was included in the inspection report

- Sumneytown Pike Bridge

T&M will present a proposal for the bridge repairs, so the cost can be included in the 2019 budget.

- WVWA Streambank Restoration Project Funding

The Watershed is waiting for grant approvals to see how much funding they will need to complete this project.

- Private property drainage complaint investigations

Mr. Lapinski explained our policy on private property drainage complaints. He said this area is the highest of the complaints we hear from residents during wet weather. Our policy is to take the concern/complaint and send Mr. Benner's inspection team out to the area. They will meet with the resident if available and provide a report on any corrective action they can take. We provide them with professional engineering assistance, but we don't enter private property and fix drainage issues. We will enforce any violations noted.

* 9. **GIS & Geospatial Database Services Proposal**

Approval

This was reviewed at the June Workshop Meeting. Mr. Benner said this is to organize all the data currently gathered and will format the data in the database. This information will then be standardized for the next phase. This is for use by Public Works and WWTP staff. We budgeted \$30,000 for this project and the proposal is for approximately \$17,000.

10. **Wheaton Basin:** Presentation by T&M Associates

Mr. Benner presented photos of the Wheaton Basin and explained how the basin functions. He also showed photos of the breeched area. The metal pipe has eroded, and water has breeched the dam and dislodged itself

from the headwall. We have to repair the pipe and the headwall. A sketch plan of the proposed work was also presented. Mr. Benner noted that the surrounding fence will have to be removed and replaced and trees that have grown into the fence will have to be removed. He also explained that the rip/rap apron is in need of repair. We will add wetland plantings to satisfy our water quality plan. The repair of this basin should remove five (5) tons of sediment per year. We will ask the National Fish & Wildlife Federation (NFWF) if grant funds can be transferred from the Ivy/Grannery project to this project. The cost of this project is estimated at \$147,000. Mr. Benner said there are options for some of the smaller basins in that area. He added this repair will have a positive impact on stormwater flow. We can do an assessment of the basin after it is repaired.

Mr. Lapinski said we will hold another neighborhood meeting once we hear about the NFWF funding.

11. **Sustainable PA Community Certification**
Discussion

Mr. Lapinski said this is a program the state runs for municipalities to receive certification on sustainability. There are no fees involved in the certification. There is an assessment we can do to see where we can improve. This can tie in to the comprehensive plan update. The Commissioners expressed interest in beginning the assessment.

12. **WVWA Water Quality Improvement Plan:**
Update

Mr. Lapinski said this is the plan we entered into two (2) years ago in partnership with four other Wastewater Treatment Plants and municipalities with MS-4 plans along the Wissahickon. This is in response to the phosphorus limits imposed by the EPA/DEP. We should get a proposed draft alternative TMDL plan in late September using data collected by Temple University, USGS and Philadelphia Water Co. Mr. Lapinski went on to say, we can extend our involvement an additional year with a cost to be determined. We are responsible for two (2) memberships because we are a municipality and a treatment plant. We can get a cost analysis of where the money has been spent thus far to see if we want to proceed.

FINANCE/PERSONNEL/ADMINISTRATION

13. **Communications Initiatives Committee**
Update

Mr. Lapinski said we are in the process of collecting proposals for the website. The next meeting is scheduled for Tuesday, but it may be moved to get more proposals.

* 14. **Recognition of John Cosentino for 5 years of service to the Township**
(Will not attend)

- * 15. **HVAC Preventive Maintenance Contract:** PW Garages, TAC, Community Center and WWTP from Postler & Jaeckle in the amount of \$6,690
Approval

Mr. Lapinski noted this is for additional preventative maintenance for the outer buildings.

16. **Agenda & Packet Information to Residents**
Discussion

A draft proposal of how the public agenda packet could look like was created by Ms. Logan and presented by Mr. Lapinski. A discussion ensued regarding items that may need to be redacted for the public packet. We will try the new format for the August Workshop Meeting. Mr. Santi asked if we can see how many people actual look at the agenda online. Mr. Lapinski will contact our web administrator to get that information.

- * 17. **Letter in Opposition of Senate Bill 653** - Consolidated Collection of PA Local Service Tax
Approval

Mr. Lapinski said SB 653 proposes the state be the sole collector for taxes. Under Act 511, townships are permitted to impose local taxes outside of real estate taxes. Upper Gwynedd Township has a local service tax and an earned income tax. We currently use a private company to collect those taxes. Mr. Brill provided feedback for the proposed bill and recommended we oppose this legislation.

Mr. Lapinski said we can send a letter to Senator Greenleaf and all state senators. This bill will not be back to the Senate floor until the fall.

18. **North Penn School District Senior Citizens Tax Relief Forum**
Discussion

Mrs. McNaney said members of the North Penn School Board visit different communities to discuss what the school board is doing and to introduce and discuss the property tax rebate program that is available to senior citizens. The school board suggested a breakfast meeting be held in October. The Board of Commissioners agreed to offer the meeting room to host the forum as a service to our residents.

19. **Establishing Commissioner Office Hours**
Discussion

Mrs. McNaney said she and Mrs. Hull would like to have hours at the Township building each Wednesday from 1 pm – 3 pm in the Main Meeting Moom. There was some concern that staff would be pulled away from their work, but the Board of Commissioners agreed to try it. Mr. Santi asked that the information from these sessions be shared with all the Commissioners.

Mrs. Hull explained their plan for “resident reach out”. She and Mrs. McNaney plan to go door to door handing out information cards to residents, telling them about upcoming events and asking them if they have any concerns.

PUBLIC SAFETY

- * 20. **Resolution to adopt the 2017 Montco Hazard Mitigation Plan**
Approval

Mr. Lapinski said Montgomery County revises their Hazard Mitigation Plan every two (2) years. This is the County effort to assist in case of disasters.

PUBLIC WORKS/PARKS/RECREATION

- 21. **Summer Projects Activity Update**

Mr. Lapinski reported we are starting the mill/overlay program on Monday. Door hangers will be presented to residents five (5) days in advance of work beginning in that area. We contracted with Russell Roofing to do roof repairs on the Township Administration Building. The company said the current shingles should be good for another ten (10) years. Mr. Lapinski added that we are continuing with ongoing sewer projects in the Township.

- * 22. **2018 Carnival Parking Agreement with Merck:**
Approval

Mr. Lapinski stated the Parking Agreement will be included in the packet on Monday.

- * 23. **Winter Services Agreement with PennDOT:** Allentown Rd. – rate increase of \$44.20 from last year.
Discussion

This item was removed from the agenda as it no longer pertains to the Township.

- 24. **Children's Art Gallery During Township Events**
Discussion

Mrs. Hull said she and Mrs. McNaney discussed with Mr. Kaker about removing some of the art on the walls in the Township building and replacing it with children's art from local schools. She suggested speaking to the art teachers about getting some art work to put on display in conjunction with an event. It may encourage more participation at events. The Township would have to purchase frames for the artwork, so it would all be a standard size. Mrs. Hull added the idea is to begin this with our Fall Fest event. Mr. Kroberger suggested rotating schools to provide the artwork and added that we need to have guidelines. He suggested Mrs. Hull and Mrs. McNaney present guidelines for the program.

WASTEWATER TREATMENT

- * 25. **Ordinance 2018-007:** Declaration of taking to acquire an easement to install a sanitary sewer line (Adv. 7/3/18)
Approval

Mr. Lapinski said the next two (2) items are related to the sewer diversion project. The Township will need these easements in West Point.

- * 26. **Ordinance 2018-008:** Declaration of taking to acquire a temporary construction easement to install a sanitary sewer line (Adv. 7/3/18)
Approval

Same as above

- * 27. **PLC Bid Award:** Recommendation by EEMA to BSI in the amount of \$259,000
Approval

Mr. Lapinski said two (2) bids were received. The low bid was non-responsive as a key element of the bid was not in accordance with instructions. The recommendation of the award was to BSI Electrical Contractors. Mr. Zumpino did apply for a grant for this project and we will not know if we received the grant award until September 19, 2018. BSI agreed to hold the bid pricing until September 30, 2018. The Township will get a letter from BSI regarding the bid price extension. This item will not be included in the Public Meeting Agenda.

28. **TMA Capital Projects Fund – Vouchers for Review:**
- A. Univest Bank and Trust Co.
Upper Gwynedd Towamencin Municipal (6/1/18 – 6/30/18)
Current Balance: \$1000.00 (minimum required)
 - B. Bursich Associates (6/1/18 – 6/30/18)
Engineering Fees: \$ No invoice submitted

There was no activity with the TMA Capital Projects Fund.

The Workshop Meeting was adjourned at 8:45 pm to Executive Session for personnel and litigation.

Respectfully Submitted,

Alex J. Kaker
Assistant Secretary

/djl

Approved August 27, 2018