

**WORKSHOP MEETING MINUTES**

September 15, 2015

The September 15, 2015, Workshop Meeting was called to order at 7:00 P.M. Those present were:

Kenneth E. Kroberger	President
M. Clare Edelmayer	Vice President
James A. Santi	Commissioner
Eugene P. Ziemba	Commissioner
Leonard T. Perrone	Township Manager
Michael J. Lapinski	Assistant Township Manager
David Brill	Finance Director
David W. Duffy	Police Chief
David C. Onorato	Township Solicitor
E. Van Rieker	Zoning Officer & Planning Coordinator
Russ Benner	Township Engineer

Mr. Perrone thanked everyone for their assistance with the Township Carnival as well as the coverage that The Reporter gave the Township on the event. Mrs. Edelmayer noted that Mr. Kaker and Ms. Croak did an excellent job.

**CONSULTANTS****PLANNING/ZONING****1. Report by E. Van Rieker (Updates):**

- Sumney Forge (WaWa Center)

Mr. Rieker reported in regard to the WaWa Center, he received a request for a Zoning Certification for a national company which usually means there is a settlement or purchase on the property, but he noted that he still has received no Plans.

- Giant Plan

Mr. Rieker stated there is nothing new to report on Giant. However in their Agreement from Giant, the retail site development states they are looking for tenants by the end of 2015 which is a good sign.

- Amendment to Zoning Ordinance (proposed text amendment OC (Office Center) District (Medical Office including procedures definition)

Mr. Rieker reported that the Planning Commission is suggesting medical clinic definition be included in the OC District that is similar to the LMG language in the BP District. He stated there will be no overnight stays, just a medical office for procedures which is not currently authorized in the District.

- ZH Appeal No. 15-12 Park Place Diner posted 8/9/15

Mr. Rieker reported in reference to the Park Place Diner, they have a request for a Variance for two signs that will be decided on September 22<sup>nd</sup>.

- ZH Appeal No. 15-14 York Road Partners posted 8/9/15

Mr. Rieker reported that in regard to York Road Partners, the contractor agreed to surround the storage area with an 8' high fence and a small secondary building according to testimony so far. The record has been closed, and this will be decided on September 22<sup>nd</sup>.

- ZH Appeal No. 15-13 Kollmar posted 8/10/15

Mr. Rieker stated that Kollmar is a small addition on a residential property on Gwynedd Manor Road, and it was approved.

- ZH Appeal No. 15-15 Ung posted 8/10/15

Mr. Rieker stated that Ung was a request for a shed on the front yard. He reminded that this lot was a corner lot with three front yards. He reported that it was approved subject to fencing and setbacks.

- ZH Appeal No. 15-11 Cellco Partners 8/31/15

Mr. Rieker reported that Cellco Partners is for 298 Wissahickon Avenue for an expanded ground area for a new service and co-location on existing tower. He stated that this will be decided on September 22<sup>nd</sup>.

- ZH Appeal No. 15-10 Premier Urgent Care Sign Variance 8/25/15

Mr. Rieker reported that in regard to Premier Urgent Care the use has been approved. However, they have requested a larger than allowable sign, and they have failed to address the concerns of the Zoning Hearing Board. He noted that this will be decided on September 22<sup>nd</sup>.

## 2. **Robert A. Schunke:**

Mr. Perrone reminded that there is still an opening on the Planning Commission to replace Robert Schunke whose term expires in December of 2015. Mr. Santi suggested reaching out to the individuals who have volunteered to serve on the Pool Commission. Mrs. Edelmayer was in agreement since there are more volunteers than positions available. Mr. Perrone stated that he would get in touch with everybody.

## 3. **Sample Resolution from Lower Providence:**

Mr. Perrone reported that instead of the Township providing a traditional approval letter with conditions when a subdivision or land development is approved, Attorney Onorato is suggesting that the Township formalizes the approval process by Resolution. He has provided a sample Resolution from Lower Providence for the Board's review. Attorney Onorato stated it provides a clear documentation of what has been approved and of what conditions have been applied to the approval. He explained that currently the Board makes a motion at the Public Meeting, and then the developer receives a letter stating the approval with the conditions so the developer is getting their approval from two sources. He believes that it would be better coming from one source. He noted that he and Mr. Benner have done this by Resolution in the past, it goes in the file, and it lays everything out for staff to review.

Mrs. Edelmayer questioned the difference between the approval letter and the proposed Resolution. Mr. Kroberger clarified that it would be the same information just put into Resolution format. Attorney Onorato agreed, and he noted that Resolutions do not need to be advertised. Mr. Lapinski noted that he always did Resolutions for land approvals and subdivisions in the past as well. Attorney Onorato noted the signature line for the developer is on the Resolution. He suggested trying it one time to make sure that the Board is comfortable with it. He stated the Board would have a Draft Resolution in the Workshop packet, and there may be some changes before the Resolution goes on the Agenda for the Public Meeting. Mr. Kroberger questioned how Waivers would be handled. Attorney Onorato stated the same way they are handled now, but they are listed in the Resolution. They are voted on first and noted in the Resolution. Then the approval of the Resolution is voted on, and all the conditions are listed in the Resolution too. The Board agreed to try the new Resolution approval.

4. **Amendment to Zoning Ordinance:**

Mr. Perrone stated that an amendment to the Zoning Ordinance amending text to the OC (Office Center) District (Medical Office including procedures definition) which was previously discussed by Mr. Rieker needs to be authorized for preparation and advertising. There was discussion on urgent care versus emergency care, and it was decided that there needs to be further discussion on the language prior to approval at next week's Public Meeting.

5. **Ordinance No. 2015-009 (Requires Hearing):**

Mr. Perrone reminded that Ordinance No. 2015-009 amends Section 195-25 of the Township Code of Ordinances to add parks consisting of the preservation of environmentally sensitive Open Space as a permitted use within the LI-Limited Industrial District. He reported that it was advertised on August 28<sup>th</sup> and September 4<sup>th</sup> and the exhibits will be provided for Public Hearing. He stated that this relates to Merck & Co., Inc.'s park on Dickerson Road.

6. **Ordinance No. 2015-008:**

Mr. Perrone stated that Ordinance No. 2015-008 amends Section 185-21 of the Township Code of Ordinances to provide for no parking on the north side of Oxford Circle between Valley Drive and Hillcrest Court in the Stonegate development. He reported this area is in front of an internal playground. He noted that the Ordinance was advertised on August 28, 2015, so it is ready for approval.

7. **Merck & Co., Inc.:**

Mr. Perrone stated that Merck & Co., Inc. is requesting a Waiver from Chapter 113-1 for Sunday Hours Crane Work October 4, 2015, through January 3, 2016, as a backup to the Saturday schedule beginning October 3, 2015, and ending January 4, 2016, due to the anticipation of weather impacts. This is for a steam line upgrade that will require installation of piping and supports over B12 which is located in the NW quadrant of the West Point site. He noted that the noise level will be monitored.

8. **Rapunzel's Salon and Spa (1961 West Point Pike):**

Mr. Rieker reminded the Board that Rapunzel's Salon and Spa located at 1961 West Point Pike previously requested a Waiver from a Land Development Plan which the Board approved. He stated that T&M Associates has identified two SALDO issues and now Rapunzel's is requesting two Waivers: One is for sidewalks along West Point Pike and the other is for the installation of new street trees. He noted that no public improvements are involved in this project. Mrs. Edelmayer questioned whether or not there is a landscaping plan. Mr. Rieker stated for scrubs not trees.

## ENGINEERING

9. **Report by T&M Associates (Updates):**

- GIS Development (Sugar Valley)

Mr. Benner reported that there is nothing new on the GIS development.

- GPS Survey Device

Mr. Lapinski reported that Trimble is now identifiable on Costars so he will have the GPS Survey Device ordered this week.

- Gwynedd Manor Road Bridge Repair

Mr. Benner reported that the Gwynedd Manor Road Bridge Repair is complete.

- Gwynedd Manor Road Curb Line Drainage Problem

Mr. Benner stated that in regard to the Gwynedd Manor Road curb line drainage problem, T&M designed a pipe and inlet system. He reported that Mr. Troxel found out that North Wales Water Authority (NWWA) has an old water line running right along the curb line, and they want to replace the line before the Township does any work in the area. Mr. Benner noted that Mr. Troxel can fix one driveway temporarily (the first or second house on the left coming up the street) until the new water line can be installed. In the spring NWWA will replace and relocate the water line to the center of the street, and then the Township can install the inlets. In the meantime, T&M has submitted a Plan for making a connection into the storm pipe that runs along Sumneytown Pike that is owned by Montgomery County since they need to obtain a permit to do that work. Mr. Lapinski reported that the County has requested that the Township install the stub now because they are going to be paving Sumneytown Pike.

- West Point Streetscape

Mr. Benner reported that the Contractor completed the milling at the intersection of Garfield Avenue and West Point Pike last Friday. He stated this week they installed the underground conduit, and today they started to install the stamped concrete between the curb and the sidewalk. He reported that weather permitting Monday and Tuesday, they will begin paving the intersection, and it will be closed for the entire work week (Monday through Friday). Mr. Santi questioned how the stamped concrete crosswalks being an uneven surface will hold up during snow plowing. Mr. Benner stated the concrete is smoothed before it is stamped so it is not an uneven surface. Mr. Lapinski reiterated that the intersection of Garfield Avenue and West Point Pike will be completely closed to traffic from Monday through Friday. He reported that it has been posted on the Township's website, an advertisement has been placed to run in The Reporter on Thursday, and an email was sent out to the attendees of the Streetscape Meeting. He stated that he has met with all the business owners in the area to make sure that everyone is aware of the road closure.

- Review DEP/County Wissahickon Stormwater Management Plan

Mr. Benner reported that the County Wissahickon Stormwater Management Plan is done via a sample Ordinance. He reminded that it is the same process that the Township used for the Neshaminy Watershed. He stated that DEP needs to review the Ordinance before it is adopted and some of the old Township Ordinance will still remain for the Skippack Watershed. Mr. Benner noted the deadline for the Wissahickon Ordinance is January 16, 2016.

Attorney Onorato reminded that when the Township adopted the Ordinance for the Neshaminy Watershed, the Township also prepared an Ordinance for the Wissahickon and the Skippack Watersheds pending specific Ordinances coming from the County for each Watershed. He stated this is the one for the Wissahickon Watershed. The existing Ordinance will still apply to the Skippack Watershed until the Township receives something from the County on it. Mrs. Edelmayer questioned whether or not DEP is developing these plans. Mr. Benner answered, "No, a group out of Temple actually developed it, but DEP has to approve it." Mrs. Edelmayer, "So, they are also working with Philadelphia." Mr. Benner, "Yes. Whoever is in that watershed is who they work with."

#### 10. **NPSD – Pennbrook Middle School:**

Mr. Perrone stated that he and Mr. Benner appeared before the North Penn School Boards full Board Work Session last Tuesday, and they presented the Preliminary Plans for 2 Detention/Water Quality Basins at the Pennbrook Middle School. He reported that they addressed every concern that was raised by the subcommittee since they have been working on the project. Mr. Perrone stated he believes the School Board is going to endorse the Plans. He reported there was a question in regard to the style of fence being placed around the basins, and it was agreed that the Township and School Board would work together on that decision. He noted that if the School Board approves the project this month, then the Township needs to work on easements, permits, and maintenance documents. He reminded that they added an educational feature in regard to bioretention to the Plans.

Mr. Benner stated these basins represent a 50% reduction in the flow downstream to Dickerson Road. Mr. Santi questioned whether or not the trees that were removed along North Wales Road (which were buffering the modular classrooms) are going to be replanted. Mr. Perrone stated it is not on the Township's Plan. Mr. Kroberger noted that he did not think so, and he reminded the reason they were removed was because the sidewalks never thawed in freezing weather. He noted if they are replaced, they would need to be planted closer to the modulators. Mr. Benner reminded that there will be berming and plantings around the basins.

## **FINANCE/PERSONNEL/ADMINISTRATION**

### **11. 2016 MMO:**

Mr. Perrone stated the 2016 Minimum Municipal Obligation (MMO) calculation for both the Uniform and Non-Uniform Pension Plans needs to be presented to the governing body of the municipality by the end of September and reflected in the Minutes. He reported that it is also required that it be finalized with the adoption of the municipal budget by the end of December. He noted that Mr. Brill has the calculations ready for next week.

## **PUBLIC WORKS/PARKS/RECREATION**

### **12. PennDOT Winter Traffic Services 5 Year Agreement 2015-2020:**

Mr. Perrone stated that PennDOT submitted a Winter Traffic Services 5 Year Agreement for 2015-2020, and it is on a cost and maintenance (time and materials) basis. Attorney Onorato reported that Attorney Watt did a legal review of the Agreement, and he will forward it to the Township.

### **13. Roadway Bids:**

Mr. Perrone stated that he wants to get authorization to prepare and advertise the Roadway Bids earlier this year so that these projects can be bid in the early part of 2016, and the projects can be completed earlier in the spring rather than be delayed into the summer months. Mr. Kroberger noted that the Township might need to have an escalation clause in the bid for the contractor. Attorney Onorato stated if the Township does not include the clause, it may be a concern to the bidders. Mr. Santi questioned how this will affect the budget. Mr. Perrone stated the numbers for the roadway bids are unit quantity numbers.

### **14. Scott Contracting, Inc.'s Application for Payment No. 1:**

Mr. Perrone stated that Scott Contracting, Inc.'s submitted their Application for Payment No. 1 in the amount of \$95,438.75 for the West Point Streetscape Project. Everyone was in agreement that the contractor has done a good job.

### **15. Status of West Point Streetscape Project:**

Mr. Perrone stated that he would like Mr. Lapinski to do a presentation on the status of the West Point Streetscape Project at next week's Public Meeting. The Board was in agreement.

Mr. Lapinski reported that after the contractor is done the Garfield Avenue crossing, they will be doing the Park Avenue crossing. This will likely be done next week.

## PUBLIC SAFETY

### 16. Gwynedd Gardens:

Police Chief Duffy reported that he mailed out 86 Traffic Surveys to residents in the Gwynedd Gardens neighborhood, and he received responses from 72% of them. He stated that he prepared a draft letter for the Board to consider allowing him to mail back to the residents reporting the Survey results that they want to keep the speed bumps but not the signs. He noted the signs restrict turning movements at certain times of the day. Mr. Kroberger questioned Chief Duffy as to whether or not removing the signs will cause problems in the development. Chief Duffy reminded that they were put up at the request of the residents, and now they would like to have them removed. Mrs. Edelmayer questioned whether or not the Township should consider installing nicer speed bumps. Mr. Perrone noted that the rubberized bumps are removable. Chief Duffy reported that there were only three accidents in the neighborhood total in the past five years which is really good news.

### 17. County Financing Plan for Purchase of Radios:

Mr. Perrone reminded that in July the Township passed a motion to quantify an estimated number of emergency radios in order to participate in the County's Bulk Purchasing Program and Financing Plan. He reported that the Township received an email that the deadline for completion of the necessary financing paperwork is being pushed back to December 1, 2015. However by October 1, 2015, the Township has to submit a final count for the Fire Company, the Fire Marshal, and the Police Department. Police Chief Duffy stated that he already submitted his numbers to Mr. Brill and the County. Mr. Perrone questioned Chief Duffy as to whether or not he submitted numbers on behalf of the Fire Company. Chief Duffy answered, "No, but I will if they want me to." Mr. Perrone answered, "They do." Mr. Kroberger questioned who the Chief needs to get in touch with at the Fire Company. Mrs. Caracausa noted that Chris Sharkey submitted an Excel spreadsheet which contained his numbers by email today. Mr. Perrone stated he will get together with Chief Duffy tomorrow to confirm the numbers so they can be submitted to the County. There was discussion in regard to Deputy Emergency Management Coordinator Brian Sarver backing up Emergency Management Coordinator Jeff Tomczak and whether or not he needs his own radio for this duty. Mr. Perrone agreed to follow-up with Mr. Sarver in this regard.

### 18. Heinrich & Klein Associates, Inc.:

Mr. Perrone reported that Heinrich & Klein Associates, Inc. Proposal for a Traffic Safety Study at the intersection of Sumneytown Pike and Swedesford Road in Upper and Lower Gwynedd Townships in the amount of \$5,250 needs to be approved. He stated the Township will be paying no more than 50% of the proposal and possibly less if Montgomery County agrees to fund part of the study. He reported that Larry Comunale from Lower Gwynedd is speaking with the County in this regard.

### 19. 1<sup>st</sup> Gwynedd Square Elementary Fun Run/Walk:

Mr. Perrone stated the 1<sup>st</sup> Gwynedd Square Elementary Fun Run/Walk is scheduled to be held on October 24, 2015, at 9:00 AM. It starts and ends at Gwynedd Square Elementary School on Supplee Road and is anticipated to last about one hour and 15 minutes. Attendance is unknown but is estimated to be roughly 100 participants. The event is organized by the Gwynedd Square Elementary Home and School Association. (According to the Police Department, Corpus Christi School has hosted a similar event using a similar route for the past 5 years without any issues.) Sergeant Gillen and Mr. Troxel will have cones and barricades at key points on the course. One regularly scheduled Police Officer will be used to cross runners at Supplee Road and Garfield Avenue. The remainder of the intersections will be handled by volunteers, and there will be no road closures. Mr. Perrone stated that this event needs to be approved at the Public Meeting.

20. **Wissahickon Watershed Green Ribbon Trail “Walk on the Wild Side”:**

Mr. Perrone stated the Wissahickon Watershed Green Ribbon Trail “Walk on the Wild Side” Trail Hike is scheduled for September 27, 2015, beginning at 7:15 AM. The walk begins and ends on Parkside Place. The route continues on Parkside Place and onto the Green Ribbon Trail, crossing at North Wales Road, crossing Swedesford Road, and continuing into Lower Gwynedd Township. Mr. Perrone stated that the Watershed will handle the crossing at North Wales Road because the Police Department will be handling the Papal Visit influx at the Pennbrook Train Station. Mrs. Edelmayer questioned Police Chief Duffy if he thought this was ok. He answered, “It is ok with me.”

Mr. Perrone noted the Watershed has requested the use of the Township bathrooms, and Mr. Kaker advises they can be unlocked. Participants are expected to be less than 200. Parking is normally within the lots adjacent to the Nor-Gwyn Pool, but the Police Department cannot be sure that parking will be available within these lots which is also due to the Papal Visit increase in traffic. Mr. Perrone stated that this event needs to be approved at the Public Meeting.

21. **Resolution No. 18-2015:**

Mr. Perrone stated the Resolution No. 18-2015 designating October 4<sup>th</sup> through October 10<sup>th</sup> as “Fire Prevention Week” needs to be approved.

## WASTEWATER TREATMENT

22. **TMA Capital Projects Fund - August Vouchers for Review:**

- A. Univest Bank and Trust Co.  
Upper Gwynedd Towamencin Municipal (Statement Period 08/01/15 – 09/30/15)  
Current Balance: \$359,686.91
- B. Bursich Associates: \$1,676.17  
Engineering Fees
- C. Almeida & Hudak: \$0.00  
Payment No.  
Valley Forge Road Meters

Mr. Perrone reported that Items 22 A and 22 B are vouchers coming over from TMA that Mr. Interrante needs to review.

23. **C & T Associates, Inc. Application for Payment No. 4:**

Mr. Perrone stated that C & T Associates, Inc. Application for Payment No. 4 in the amount of \$16,739.00 needs to be approved for the Effluent Screen Replacement. He noted that final construction is complete.

There being no further business for public discussion, the meeting was adjourned at 8:06 PM to Executive Session.

Respectfully submitted,

Krista M. Caracausa  
Recording Secretary

**Approved October 26, 2015**

