

**Towamencin Township  
Board of Supervisors  
Monthly Meeting  
March 23, 2016  
7:30 PM**

**Present:**

H. Charles Wilson III, Chairman  
Laura Smith, Vice Chairman  
James P. Sinz, Secretary/Asst. Treasurer  
Daniel M. Littley, Jr., Treasurer/Asst. Secretary

**Staff:**

Robert A. Ford, Township Manager  
Jack Dooley, Esq., Township Solicitor  
Tom Zarko, Township Engineer  
Paul T. Dickinson, Chief of Police  
Maureen Doyle, Finance Director  
Colleen Ehrle, Assistant to the Township Manager

**Absent:**

David Mosesso

Chairman Wilson called the meeting to order at 7:34 PM and led the assemblage in the Pledge of Allegiance.

**Opening Comments**

Chairman Wilson announced the Board met in Executive Session prior to the meeting to review matters of personnel.

**Public Comments**

None

**Approval of Minutes**

On a motion by Supervisor Littley, seconded by Supervisor Sinz, the meeting minutes of March 9, 2016 were approved.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

**Zoning, Subdivision & Land Development**

**Public Hearing: Removal Floodplain Regulations from Zoning Code**

Township staff prepared an ordinance to remove the Floodplain Regulations from the Zoning Ordinance. This ordinance was presented to both the Towamencin Township Planning Commission and the Montgomery County Planning Commission at the same time they reviewed the new Floodplain Ordinance. The Township Planning Commission recommended approval and the MCPC confirmed their satisfaction with the related ordinance.

Chairman Wilson introduced Township Solicitor, Jack Dooley, who opened the hearing by providing background information and referenced the associated exhibits. Mr. Dooley introduced Township Engineer, Tom Zarko, who expounded on this ordinance.

A court reporter was present to make a complete and formal record of the hearing.

**Ordinance 16-06: Removal of Floodplain Regulations from Zoning Code**

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board adopted Ordinance 16-06: Removal of Floodplain Regulations from the Zoning Code, which would amend Chapter 153 of the Township Code to reflect the issues presented in the preceding hearing.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

**Old Business**

None

**New Business**

**Warrant List**

The warrant list was presented for approval.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the warrant list in the amount of \$1,317,496.61.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

## **Finance Report**

Chairman Wilson noted that the Township Finance Committee meets on a monthly basis to closely monitor economic indicators and the pulse of the Township's revenue and expenses. The committee met on Tuesday March 15<sup>th</sup>. Supervisor Littley reviewed the report, which included the following discussion and action items: Regional Streetlight Procurement Program, TYA capital projects, monthly financial reports and 2016 capital requests.

Supervisor Littley elaborated on the vehicle and equipment replacement schedule being considered and the committee's recommendation to move forward on the following:

- Transfer \$200,000 from the General Fund to the Capital Reserve Fund
- Purchase an unmarked police vehicle, two patrol vehicles
- Repairs and engineering costs for the Anders Road Bridge
- Request proposals for lease purchase agreements to fund: Mobile Data Terminals, a lawn mower, pick-up truck with plow, a farm tractor with plow, a dump truck, and an IT infrastructure upgrade

On a motion by Supervisor Sinz, seconded by Supervisor Smith, the Board approved the committee's recommendations and approved moving forward with the 2016 capital request schedule.

**Voting Yes:** H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz

**Voting No:**

**Abstaining:**

**Absent:** David Mosesso

Supervisor Littley added the originally scheduled April 19<sup>th</sup> meeting of the Finance Committee was rescheduled to Monday, April 25<sup>th</sup> so as not to conflict with the annual PSATS Convention.

### **Resolution 16-09: Submit MONTCO 2040 Implementation Grant Application**

On March 3, 2016, the Montgomery County Commissioners announced a new grant program for municipalities as part of the implementation of the county's comprehensive plan, "*Montco 2040: A Shared Vision*." The Montco 2040 Implementation Grant Program was designed to assist municipalities in making targeted physical improvements, which achieve real progress toward the goals of the plan. A total of \$1 million is allocated for 2016, with annual allocations expected over the next five years. Grant amounts are expected to range from \$10,000 and \$200,000, but a realistic average award would be around \$100,000. The Township's Open Space and Parks Advisory Committee has recommended that the Township submit an application seeking funding towards the Kriebel Road Interceptor Trail project construction. The online application period begins on April 1.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board authorized submitting the Montco 2040 Implementation Grant application.

**Voting Yes:** H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

**Resolution 16-10: Regional Streetlight Procurement Program**

The Delaware Valley Regional Planning Commission has been working with municipalities in Bucks, Chester, Delaware and Montgomery counties to assemble the resources needed to design, procure and finance the transition to LED street lighting, tailored to each municipality's specific needs through the Regional Streetlight Procurement Program (RSLPP). The Board has been asked to consider authorization to proceed to the Investment Grade Audit (IGA) phase of the program. Michael Fuller, President, Keystone Lighting Solutions made a presentation to the Board, summarizing the program and providing details on the next phase.

According to Mr. Fuller, the Delaware Valley Regional Planning Commission selected Johnson Controls, Inc. as the Energy Service Company (ESCO), which performed the pre-contract audits. The next phase is to move on to a more detailed Investment Grade Audit (IGA) to clearly define which projects are to be considered for inclusion. The ESCO then administers the entire project, from engineering through construction. Consequently, there are no costs to the Township for engineering, project administration or change orders.

The program produces significant energy and maintenance savings, as well as, improved light performance and safety. The guaranteed savings agreements with the municipalities will essentially pay for the program with added cost savings.

Mr. Fuller provided a breakdown of current street light equipment found within the township and the project scope with pricing estimates.

The Board asked questions about the equipment and financing before agreeing to move forward to the next phase of the Regional Streetlight Procurement Program.

On a motion by Supervisor Smith, seconded by Supervisor Littley, the Board approved to proceed with the Investment Grade Audit phase of the program.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

**Resolution 16-11: Amend Non-Uniform Vacation Policy**

This resolution will amend the adopted non-uniform employee personnel manual to clarify that vacation hours accrue (are earned) per pay period, and that while vacation days may be taken anytime during the year in advance of being accrued (earned), any deficit will be deducted from the employee's final pay should they leave employment with the Township. Employees hired before January 1, 2016 are entitled to the full year's accrual in the year of normal retirement (age 65 with a minimum of 10 years of employment), regardless of the date of retirement. This amendment is similar to language included in the police department's new contract.

On a motion by Supervisor Littley, seconded by Supervisor Sinz, the Board approved Resolution 16-11, which would amend the Non-Uniform Vacation Policy.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

### **Sewage Management Program**

Earlier this year, Gilmore & Associates was appointed to provide on-lot septic system inspection services, in conjunction with the Township's Sewage Management Program / on-site disposal system program. Based on Gilmore & Associates' knowledge and experience with on-lot septic systems in southeastern Pennsylvania, Gilmore & Associates recommended the Township revise its ordinance to require septic tank pump-outs to be performed a minimum of every three years, instead of the current five years. This change will also allow for the inspections to be performed the same year; and hopefully for many properties at the same time as the septic pump-out. The five-year schedule was the original time frame enacted with the adopted ordinance in 1991.

The amended ordinance can also be revised to allow exceptions to the pump-out requirements, to be determined by the Township on an individual basis, with feedback provided by the septic inspections.

The Township's Sanitary Sewer Engineer representative, Matt Hostrander, provided an overview of Gilmore & Associates' inspection and pump-out services.

Supervisor Littley questioned the increased resident expense of approximately \$300-500 over the course of a 10-year period for the septic pump-outs. Mr. Hostrander explained the price of service itself would not increase. However, he confirmed there would be an overall increase in service costs to property owners with the shorter maintenance schedule. Mr. Hostrander explained the Township would gather knowledge about the functionality of the systems used within the municipality, while inspections under the current policy do not provide much insight into the overall system's function. He added the three year schedule benefits both the property owner and municipality by keeping public sewer extensions to a minimum, as well as, the expense of replacing or repairing components of the on-site septic system.

He recommended that septic system inspections take place at the same time as the septic pump-out. Their goal is to remind owners of the importance of staying on top of the maintenance of these systems. With the inspections, there is a possibility of having the inspector provide feedback to the Township about rolling back or possibly increasing schedule frequency, based on their observation of the individual system.

Resident, Joe Silverman, inquired about the synchronization of the inspections and pump-outs. He was also concerned about the timing of inspections, especially for owners with muddy ground, which may present access issues. Mr. Hostrander replied their current service schedule takes place during typical drier months of the year, between June and September.

Supervisor Littley indicated there should be exceptions allowed as indicated by inspection findings.

On a motion by Supervisor Smith, seconded by Supervisor Littley, the Board authorized Staff to prepare an ordinance amendment to the sewage management program for the Board's review at a future meeting.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

### **Thorndale - ROW Dedication / Maintenance of Multi-Use Trail**

W.B. Homes is currently working on completing the dedication to PennDOT of the right-of-way along Allentown Road, adjacent to the Thorndale development. Procedurally, the right-of-way will be dedicated to Towamencin Township and then the Township will dedicate it to PennDOT, per PennDOT's policy.

One of the issues that needs to be resolved is the multi-use trail along the North Penn Water Authority and Thorndale frontages, between Thorndale Drive and the TD Bank property. The trail falls within the area to be dedicated and PennDOT will require a statement within the deed of dedication that the Township will be responsible for the ownership and maintenance of the trail; the Township's obligation will then be delegated to the NPWA and Thorndale Partners, L.P. through separate enforceable agreements.

Supervisor Littley commented on the dangerous speedway element coming down Allentown Road to the Forty Foot Road intersection. He noted that the dedicated right turn lane on northbound Allentown Road had been changed to a through lane causing cars to race before Allentown Road narrows down to two lanes just past the entrance drive to Thorndale. Resident Charles Shaw also commented on the dangerous behaviors observed near this intersection, especially by the bus stop.

Township Manager, Robert Ford said he would talk to the traffic engineers about this area. Chairman Wilson asked Police Chief Dickinson to have the police department monitor area. Chief Dickinson responded that they do, but once they leave the activity picks up again.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the condition statement and authorized staff to prepare the necessary documents.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

**Calvary Baptist Church - Park Permit 7/3 Arneith Center**

Calvary Baptist Church has requested to hold a community event at Fischer's Park on July 3, 2016 with an anticipated attendance of several hundred people. A similar request was made in 2010 and 2011 by the church. Since it was a much larger event than is allowed by policy (i.e., no greater than 100 people), the request was taken to the Board of Supervisors. The Board approved the previous events with conditions.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the park permit, with noted conditions, for the Calvary Baptist Church for the use of the Arneith Entertainment Center on July 3<sup>rd</sup>.

**Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Voting No:**

**Abstaining:**

**Absent: David Mosesso**

**TYA Soccer Use of Butch Clemens Field**

Due to significant growth of its soccer program, Towamencin Youth Association has requested the use of the Butch Clemens Park's general purpose field from March 28<sup>th</sup> until October 9<sup>th</sup> on the following days:

- Mondays, Tuesdays, and Thursdays from 5:30 pm to 8pm (or darkness, whichever comes first)
- Saturdays 9 am until 12 noon
- Sundays 11 am to 4 pm

Supervisor Littley expressed concerns about the monopolization of this park by TYA and stated this park should be open to the public on holiday weekends. This initiated a discussion regarding TYA's current field use agreement. It was the consensus of the Board not to permit TYA Soccer use of this field at Butch Clemens Park as the field was intended for other sports and organizations that have been restricted from using other parks because of TYA concerns.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board declined the TYA Soccer use at the general purpose field of Butch Clemens Field.

**Voting Yes:**

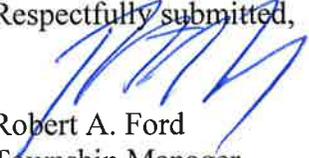
**Voting No: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., James P. Sinz**

**Abstaining:**

**Absent: David Mosesso**

There being no additional business, the meeting adjourned at 8:57 PM.

Respectfully submitted,

  
Robert A. Ford  
Township Manager