

**Towamencin Township  
Board of Supervisors  
Work Session  
June 10, 2020  
7:30 PM**

**Present:**

H. Charles Wilson III, Chairman  
Richard Marino, Secretary  
Daniel Bell, Asst. Treasurer/Asst. Secretary

**Staff:**

Robert A. Ford, Township Manager  
Jack Dooley, Esq., Township Solicitor  
Tom Zarko, Township Engineer  
Clayton Reed, IT Director  
Paul T. Dickinson, Chief of Police

**Present Remotely:**

Daniel M. Littley, Jr., Treasurer  
Brooke Neve, Finance Director/Assistant Township Manager  
Colleen Ehrle, Assistant to Township Manager

**Absent:**

Laura Smith, Vice Chairman

Chairman Wilson called the meeting to order at 7:32 PM and led the assemblage in the Pledge of Allegiance.

**Opening Comments**

Chairman Wilson made the following announcements:

Due to the COVID-19 Emergency, this Board meeting was held via Zoom video communications. Three Board members (Chairman Wilson and Supervisors Marino and Bell) were physically present. While Supervisor Littley was present remotely. The public was invited to participate remotely and e-mail questions to [info@towamencin.org](mailto:info@towamencin.org) prior to the meeting.

The Board met in executive session earlier this afternoon and will meet immediately following this evening's meeting to discuss a personnel issue and matters of potential litigation.

Our June events, specifically Beerfest and a Movie in the Park, have been cancelled at this time. Township staff will review the July events on a case-by-case basis as each event gets closer.

## **Public Comments**

Resident Jenn Foster, of 105 Concord Place, asked for an update on the status of summer concerts and other Township events scheduled this summer. Chairman Wilson repeated the Board would review each event on a case-by-case basis, adding that State and County guidelines have been fluid.

## **Approval of Minutes: May 27, 2020**

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the May 27, 2020 minutes.

Voting Yes: H. Charles Wilson, III, Laura Smith, Daniel M. Littley, Jr., Richard Marino  
Voting No: N/A  
Abstaining: N/A  
Absent: N/A

## **Zoning, Subdivision and Land Development**

### **Resolution 20-28: Starbucks Preliminary Land Development Plan**

The applicant is proposing to construct a 2,600 square foot fast-food Starbucks restaurant, with a drive-through service window, on the corner of Towamencin Avenue and Sumneytown Pike. The applicant made a full presentation of the plan at the Board's May 20<sup>th</sup> meeting.

On a motion by Supervisor Bell, seconded by Supervisor Marino, the Board approved Resolution 20-28, Starbucks Preliminary Land Development Plan.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell  
**Voting No:** N/A  
**Abstaining:** N/A  
**Absent:** Laura Smith

### **Resolution 20-29: Starbucks Final Land Development Plan**

Per the Pennsylvania Municipalities Planning Code, a land development plan is, in most cases, a two-step process: a preliminary plan followed by a final plan. The preliminary plan is intended to provide a more generalized plan of development. The final plan provides design details for immediate development.

On a motion by Supervisor Marino, seconded by Supervisor Bell, the Board approved Resolution 20-29, Starbucks Final Land Development Plan.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell  
**Voting No:** N/A  
**Abstaining:** N/A  
**Absent:** Laura Smith

## **Request for Approval Extension - Wawa Land Development**

At their May 20<sup>th</sup> meeting, the Board of Supervisors granted conditional preliminary and final plan approvals for the development of a proposed Wawa convenience store with gasoline service. As authorized by the Pennsylvania Municipalities Codes, the Township's Subdivision and Land Development Code requires the applicant to sign the resolutions accepting the conditions within fourteen (14) days of the Board's approval, or the approval is nullified. The applicant has requested an extension of time to consider acceptance of the conditions of approval beyond the June 3<sup>rd</sup> deadline. Township staff recommends an extension to July 22, 2020.

On a motion by Supervisor Littley, seconded by Supervisor Marino, the Board approved the applicant's request for an extension related to Wawa conditional preliminary and final plan approvals to July 22, 2020.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell

**Voting No:** N/A

**Abstaining:** N/A

**Absent:** Laura Smith

## **New Business**

### **Public Works Committee Report**

The Public Works Committee meets on a monthly basis to scope projects and identify efficiencies related to Township infrastructure, properties, and equipment. The Committee met remotely on June 3<sup>rd</sup>. Supervisor Marino provided an update.

Rittenhouse Road Culvert Replacement Project Update - The culvert had been installed with the wing walls currently under construction. The anticipated completion date is June 19. Mr. Ford noted he had been investigating the traffic study requirements to continue the one-way traffic restriction. PennDOT had advised that the road could be reopened with the study to follow subsequently. Photos of the project's progress were presented.

Central Drive Storm Drainage Improvement Project - The review of the video inspection reports reveals there are several runs of the storm sewer system that need further flushing to complete the required inspections. The flushing contractor will return to the site and perform supplemental flushing and video inspection work. Once this work is completed, an overall report summarizing the recommendations will be issued for discussion with the Board of Supervisors.

Storm Inlet Repairs – The Public Works Department has been addressing storm inlet repairs as required throughout the Township, including repairs associated with next year's road paving program.

2020 ADA Ramp Replacement Work - The 2020 ADA ramp replacement work would be performed in conjunction with the 2021 Roadway Improvement Program. CKS sent ADA ramp replacements information for the upcoming contract to Mr. Hillmantel. Mr. Hillmantel will prepare the bidding documents. A request to authorize the project for bids will be presented later in the agenda.

Curb Repair Notifications - The Committee discussed curb repair notifications to homeowners associated with the 2021 Paving Program. CKS provided a list of required concrete replacements to Mr. Hillmantel. The Committee recommended the draft notices concerning the homeowner concrete replacement work be included in the Board meeting packets for June 24.

Crack Sealing Work - Township's annual crack sealing work for Township roads would take place.

Roadway Maintenance Program – Mr. Zarko had indicated that CKS was completing their evaluation of the Roadway Maintenance Program software suggested by Supervisor Marino. They were advised that Doylestown Township currently uses this software and are coordinating a conference call with Township staff to obtain feedback concerning the software.

2020 Street Sweeping Program - Due to the number of residents that are staying home due to the COVID-19 pandemic, it was not feasible to initiate the work at this time due to the significant number of cars on the roadways. Potential start dates for the street sweeping program will be evaluated as stay-at-home restrictions are lifted. Mr. Ford added that the Township was working with the contractor to start the week of July 13<sup>th</sup>.

Administration Building Reopened - The building opened to the public on Monday, June 8<sup>th</sup>.

Montgomery County Planning Commission Transportation Grant - Grant information was recently released and would be shared with the Township's Traffic Engineer.

### **Authorization to Seek Bids – ADA Ramp Replacement Project**

At its April 22<sup>nd</sup> meeting, the Board approved the Public Works Committee's recommendation to postpone the 2020 road paving work and combine it with the roads scheduled for paving in 2021, but to complete the required ADA curb ramp replacements for both areas this summer. The cost is estimated at \$469,000 and is funded through the liquid fuels allocation account. Township staff is requesting authorization to solicit bids for this work.

On a motion by Supervisor Marino, seconded by Supervisor Littley, the Board authorized staff to request bids for this project.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell

**Voting No:** N/A

**Abstaining:** N/A

**Absent:** Laura Smith

### **Award of Construction Contract - Forty Foot Road Widening Project**

This construction is to remove the "pinch point" on Forty Foot Road near its intersection with Tomlinson and Heebner Roads. The project is being funded by two multi-modal grants the Township received from the Pennsylvania Department of Community & Economic Development and PennDOT totaling \$1.8 million and a match of \$801,000 from the private sector. The Township's Traffic Engineer has reviewed the six bids received and recommends awarding the contract to the qualified low bidder, Road-Con, Inc., of West Chester, for the amount of \$1,296,458.00. The anticipated Notice-to-Proceed date is on or about July 1, 2020 pending the pre-construction meeting.

On a motion by Supervisor Bell, seconded by Supervisor Littley, the Board awarded the Forty Foot Road Widening Project construction contract to the qualified low bidder, Road-Con, Inc.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell  
**Voting No:** N/A  
**Abstaining:** N/A  
**Absent:** Laura Smith

**Consider Acceptance Proposal for Construction and Inspection Services - Forty Foot Road Widening Project**

The Township's Traffic Engineer, McMahon Associates, has submitted a proposal to provide engineering services during the construction of the Forty Foot Road project. The scope of services includes construction administration and inspection for a combined fee of \$149,200. This fee is within the project budget and funded through grants.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board accepted McMahon Associates proposal for construction and inspection services for the Forty Foot Road Widening Project.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell  
**Voting No:** N/A  
**Abstaining:** N/A  
**Absent:** Laura Smith

**Proposal to Prepare Bid Specifications: Forty Foot Road Traffic Signal**

The overall design for the Forty Foot Road "pinch-point" removal project includes the placement of a new traffic signal to serve a planned access to the Towamencin Shopping Center and the Village at Newbury Community. The traffic signal was not included in the initial construction phase because PennDOT, while issuing the signal permit, advised that the actual installation could not take place until the traffic volume is warranted based on the shopping center redevelopment. Due to the anticipated six-month delivery time for the signal equipment, the Township's Traffic Engineer has presented a proposal for \$7,500 to provide additional engineering services for the preparation of contract/bid documents for the construction work associated with the proposed traffic signal. This fee is within the project budget and funded through grants.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board accepted McMahon Associates proposal to prepare bid specifications for the Forty Foot Road traffic signal.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell  
**Voting No:** N/A  
**Abstaining:** N/A  
**Absent:** Laura Smith

**Resolution 20-30: Temporary Outdoor Dining - COVID Emergency**

On June 5, restaurants and retail food service businesses - located in counties designated as being in the yellow phase of coronavirus mitigation - are permitted to add dine-in service to outdoor seating areas as long as they strictly adhere to the Commonwealth's directed guidance, including maximum occupancy limits. This resolution would provide allowance and requirements for restaurants in Towamencin Township to allow such facilities on a temporary basis where otherwise they are not permitted by zoning.

On a motion by Supervisor Bell, seconded by Supervisor Marino, the Board approved Resolution 20-30, Temporary Outdoor Dining - COVID Emergency.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell

**Voting No:** N/A

**Abstaining:** N/A

**Absent:** Laura Smith

**Resolution 20-31: Designate a Depository for Township Funds**

In accordance with §708 of the Pennsylvania 2<sup>nd</sup> Class Township Code, the Board of Supervisors shall designate by resolution a depository or depositories for township funds. The designation is valid for a period of one year or until another depository or other depositories are designated by similar action of the Board of Supervisors. This resolution would confirm Supervisor Daniel G. Bell as an additional signatory to the accounts.

On a motion by Supervisor Littley, seconded by Supervisor Marino, the Board approved Resolution 20-31, Designate a Depository for Township Funds.

**Voting Yes:** Daniel M. Littley, Jr., H. Charles Wilson, III, Richard Marino, Daniel Bell

**Voting No:** N/A

**Abstaining:** N/A

**Absent:** Laura Smith

There being no additional business, the meeting adjourned at 7:53 pm.

Respectfully submitted,



Colleen Ehrle

Assistant to Township Manager