

**Towamencin Township
Board of Supervisors
Work Session
February 10, 2021
7:30 PM**

Present:

H. Charles Wilson III, Chairman
Daniel M. Littley, Jr., Vice Chairman
Daniel Bell, Treasurer
Richard Marino, Secretary

Staff:

Robert A. Ford, Township Manager
Jack Dooley, Esq., Township Solicitor
Mary Stover, Township Engineer
Clayton Reed, IT Director
Timothy Troxel, Chief of Police

Present Remotely:

Colleen Ehrle, Assistant to Township Manager
Brooke Neve, Finance Director/Assistant Township Manager

Absent:

Laura Smith, Asst. Treasurer/Asst. Secretary

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, the meeting is being held via Zoom video communications. The public was invited to participate remotely and e-mail questions to info@towamencin.org by 4:30 pm, prior to the meeting.
- The Board met in executive session prior to this evening's meeting to discuss a personnel matter and legal matter.
- The Board also met in executive session on February 3rd to discuss a personnel matter.

Public Comments

None

Approval of Minutes: January 27, 2021

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board approved the January 27th minutes.

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

Zoning, Subdivision and Land Development

TCO Extension Request – 2001 Gehman Road (Amazon)

As a condition of the land development process, Amazon was required to make certain improvements to portions of Gehman Road and Detwiler Road in order to accommodate increased truck traffic generated by its new facility. As right-of-way was needed to be obtained and plans designed, Amazon requested a Temporary Certificate of Occupancy (“TCO”) to allow it to commence operations while addressing the roadway improvements. Approval of the TCO was given and was set to expire on December 31, 2019. Due to delays, and at the request of Amazon, the Board of Supervisors approved an extension of the TCO until October 21, 2020. The Board granted an additional extension until February 18, 2021. The required road improvements have not yet been installed and Amazon is seeking an additional 6-month extension of its TCO.

Meredith Ferleger Esq., representing Amazon, reviewed the status of outstanding land acquisitions and temporary construction easements that have delayed the roadway improvements. Ms. Ferleger noted the one property owner, who was resisting cooperation with the right-of-way acquisitions and easements, has since sold the property. Ms. Ferleger was optimistic that these agreements may be executed over the next few weeks as she has been working with the new owner’s legal counsel. Agreements with the remaining property owners either had been executed or were being reviewed.

Ms. Ferleger added the proposed roadway construction schedule, totaling 12 weeks, was provided to the Board beforehand. Rather than keep requesting additional extensions, Ms. Ferleger requested a 6-month extension of Amazon’s TCO to comply with the required roadway improvements.

Chairman Wilson responded that the Board prefers a shorter timeframe to ensure the project is moving along, and recommended a 30-day extension. Ms. Ferleger responded that the shorter extension was acceptable.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board approved a 30-day extension to Amazon’s temporary certificate of occupancy.

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

Old Business

None

New Business

Towamencin Day Scheduling Update

It is the recommendation of the Special Events Advisory Committee that Towamencin Day be moved to Saturday, September 11th or postponed until spring 2022. The Committee believes that the current date of May 23rd would not be feasible due to the continuing COVID 19 restrictions and for the overall safety of the community. There are some concerns even about holding the event in September including the inability to control the crowd size and the process of planning and re-planning the event due to the various vendors involved. The Committee is requesting the Board’s guidance before negotiating contracts with vendors, food services and entertainment.

Supervisor Bell expressed his preference to reschedule the event for the fall, as it would give the community something to look forward to following the restrictions of the Covid emergency. Supervisor Littley agreed to keep the event in 2021. It was the consensus of the Board to move the date to September 11, 2021.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board authorized the Special Events Advisory Committee to plan to reschedule Towamencin Day to Saturday, September 11th.

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

Supervisor Littley shared the Towamencin Volunteer Fire Company will be hosting their annual chicken barbeque dinner that day and encouraged residents to stop over afterward.

Police Building Roof Replacement – Proposal for Engineering Services

During late 2020, a roof leak was discovered in the Police Building. Further investigation showed that the insulation rafter baffle vents stopped mid-roof instead of going up to the ridge vent as evidenced by mold and wood rot. Recognizing the need for immediacy in making repairs, funds were included in the 2021 Budget to replace the roof. Due to the cost of the project and State public procurement laws, this project will need to be bid and meet prevailing wage requirements. The Township Engineer has provided a proposal to prepare the bid documents and administer the bidding process for a cost of \$6,500. Construction management and inspection would be done by the Township Building Inspector.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board accepted the Township Engineer’s proposal to prepare bid specifications to advertise/request proposals for the roof replacement.

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

Resolution 21-07: Disposal of Property (Police Vehicles)

According §1504 to the Second Class Township Code, the Board of Supervisors must authorize the disposal of personal property. Anything with a Fair Market Value of \$2,000 or more needs to be advertised and sold at auction. The Township intends to dispose of the equipment through auction so that it may recoup a portion of the costs. This resolution authorizes the disposal through sale on Municibid of one (1) 2016 Ford Explorer and one (1) 2011 Ford Crown Victoria used by the Police Department.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board approved Resolution 21-07, Disposal of Property (Police Vehicles).

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

TYA Request General Purpose Field at Butch Clemens Park

Towamencin Youth Association is requesting to use the Butch Clemens Utility/Auxiliary Field for their soccer program during 2021 and that the rental fee for the field be waived anticipating that both Grist Mill 1 and Grist Mill 2 soccer fields might be under repair and unavailable. In 2019 and 2020, the Board approved the use of the Butch Clemens field by TYA on a one-year basis, from June through November, for a \$1,500 flat fee. The Township Fee Schedule lists cost of field rental for resident groups at \$20, per two hours. Based on TYA's proposed total hours estimated of 404 hours, the cost would be \$4,040.

Township Manager Robert Ford noted that at the TYA Committee meeting earlier the same day it was confirmed that both Grist Mill 1 and 2 fields should be available this year. The Public Works Department were able to perform maintenance to the fields in 2020 due to the lack of use from the Covid-19 restrictions. Supervisor Marino recommended that TYA revise their request considering this additional availability.

Township staff will ask TYA to revise their request to account for the greater availability of the Grist Mill fields.

Change Order Proposal – Pedestrian Bridge (Remedial Flood Protection Measures)

In late December during a significant storm event, the bituminous trail and adjacent areas at the new pedestrian bridge in Fischer's Park were damaged. At its January 27th meeting, the Public Works Committee reviewed possible remediation work to address future flood occurrences. The

Township Engineer contacted the project contractor to obtain pricing to implement the improvements.

Mary Stover, Township Engineer from CKS Engineers, reviewed the change order proposal from Barwis Construction, with a price of \$49,088.57. The scope of work included installing a concrete barrier/wall and supplemental rip-rap along the upstream side of the walking path to prevent future erosion problems. The asphalt trail also needs to be reconstructed due to damaged areas. The proposal's Alternate 1 (\$2,625.00) was also recommended on an as needed basis – to overlay the trail entrance upon completion of work.

On a motion by Supervisor Littley, seconded by Supervisor Marino, the Board authorized the Barwis Construction change order proposal with Alternate 1 if required for the Fischer's Park Pedestrian Bridge Remediation.

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

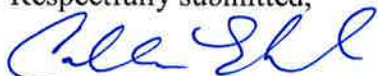
Additional Business

Supervisor Littley noted the Code Blue activation was extended to Monday, February 15, and urged residents to exercise caution, check on their pets, and elderly neighbors during this period.

Supervisor Marino attended the Open Space and Parks Advisory Committee Meeting earlier in the week, noting the Committee members are waiting on some action items from the Board related to the Parks Master Plan Update. Mr. Marino requested that staff included a copy of the Parks Master Plan Update in their weekly packets so the Board can review for their next meeting.

There being no additional business, the meeting adjourned at 7:58 pm.

Respectfully submitted,



Colleen Ehrle
Assistant to Township Manager