

**Towamencin Township
Board of Supervisors
Monthly Meeting
March 24, 2010
7:30 p.m.**

Present:

Daniel M. Littley, Jr., Chairman
Dr. Thomas Hollenbeck, Vice Chairman
H. Charles Wilson, III
James P. Sinz
John V. Gottschall

Staff:

Robert A. Ford, Township Manager
John T. Dooley, Esquire, Township Solicitor
Russell Benner, P.E., Township Engineer
Joseph Leis, Director of Community Planning
P. Tim Dickinson, Chief of Police

Chairman Littley called the meeting to order at 7:39 p.m. and led the assemblage in the Pledge of Allegiance.

5 Chairman Littley noted the Board wanted to recognize the Director of Public Works, David Hillmantel and his staff for the outstanding job they did under the challenging conditions during the several severe snow storms keeping the Township streets clear and safe. Dave Hillmantel and Steve McMasters from the Public Works were present to accept recognition for the Department.

10 **Opening Comments**

Chairman Littley stated the Board held an executive session to discuss personnel issues, real estate matters, and issues of potential litigation prior to this evening's meeting.

15 Chairman Littley reiterated the Township mailed out the 2010 Tax and Sewer bills. The 2% discount period will be ending April 30, 2010. Your sewer rental for 2010 is included with your real estate tax bill that you should have already received. The sewer and tax bills are sent in the same envelope and labeled: TAX and SEWER BILLS ENCLOSED. If you have not received the Tax and Sewer bill, please notify the Township Administration.

20 Chairman Littley stated the 2010 Census has been mailed out, asking just 10 questions and taking about 10 minutes to complete. The 2010 Census forms began arriving in 120 million mailboxes across the nation this week — just the 23rd time the country has undertaken the constitutionally mandated population count that dates back to 1790.

5 The only civic event that includes every person in the country, the Census is the basis for America's representative democracy, ensuring that Congress is fairly reapportioned every 10 years between the states. Census counts are also used to redraw state and local legislative boundaries so that political representation is fairly distributed across their changing populations.

When you receive your 2010 Census, please fill it out and mail it back. It's one of the shortest forms in our lifetime with just 10 questions very much like the questions James Madison and Thomas Jefferson helped craft on the very first Census.

10 **Approval of Minutes – March 20, 2010**

On motion of Mr. Gottschall, seconded by Mr. Sinz, the Board approved the minutes of March 20, 2010 as written.

15 **Voting Yes:** Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson, John V. Gottschall

Voting No: N/A

Abstaining: N/A

Absent: N/A

20 **Warrant List**

On motion of Dr. Hollenbeck, seconded by Mr. Wilson, the Board approved payment of bills as presented in the amount of \$329,617.64 which included payments to CMX Engineers from escrow accounts for land development reviews in the amount of \$23,762.13 and \$11,493.00.

25 **Voting Yes:** Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson, John V. Gottschall

Voting No: N/A

Abstaining: N/A

30 **Absent:** N/A

Resolution 10-14: Police Manual, Policy, Rules and Procedures

35 Chairman Littley noted the Pennsylvania Law Enforcement Commission Accreditation Standard requires that an agency have a written statement that identifies the chief executive officer of the agency (i.e., Chief of Police) as having the authority and responsibility to issue, modify, or approve agency written directives. The purpose of this resolution is to formally adopt a Policy Statement that confirms delegation of authority to the Chief of Police to formulate and carry out policy for the police department.

40 On motion of Mr. Sinz, seconded by Mr. Wilson, the Board adopted Resolution 10-14 authorizing the Chief of Police to formulate and carry out policies for the Police Department.

Voting Yes: Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson,
John V. Gottschall

Voting No: N/A

Abstaining: N/A

5 **Absent:** N/A

Finance Committee Report

10 Chairman Littley stated as noted during the Budget workshops, the Township Finance Committee will be meeting on a monthly basis throughout 2010 to closely monitor economic indicators and the pulse of the Township's revenues and expenses. The Committee met last week on March 18th.

15 Mr. Wilson stated there was nothing good or bad to report this month. The Committee will continue to meet and work on a five year plan.

Discussion on Emergency Management Coordinator Position

20 Chairman Littley noted per the Towamencin Code, the Township's Emergency Management Agency shall consist of a Coordinator, to be known as the "Emergency Management Coordinator," who shall be selected by the Township Board of Supervisors and appointed by the Governor of Pennsylvania. Said Coordinator shall serve at the pleasure of the Township Board of Supervisors. While the Township has had the benefit of a dedicated resident who has volunteered years of service to the community in this position, the complexities of the new
25 emergency management environment and the time consuming levels of training now required by the Federal and State governments have necessitated a discussion on this assignment.

30 Chairman Littley noted the Board would like to publically recognize at an upcoming meeting the dedicated work of Mr. Phil Kopp over the years.

On motion of Mr. Wilson, seconded by Mr. Sinz, the Board appointed Kevin Pezzano as the Township's Emergency Management Coordinator.

35 **Voting Yes:** Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson,
John V. Gottschall

Voting No: N/A

Abstaining: N/A

Absent: N/A

Discussion on Township Engineer Appointment

40 Chairman Littley stated that late last week, the Township was informed that New Jersey engineering firm CMX Inc., formerly known as Schoor DePalma, plans to close within two months, citing economic conditions. CMX is the appointed Township Engineer.

45 The Board discussed various options available to the Township.

5 The Board considered to appoint T & M Associates as the interim Township Engineer based on the conditions specified in a letter from the CEO of T & M Associates. The letter confirms that Russ Benner and his current staff at CMX will be the same at T & M Associates as well as the current rates.

The Township will initiate a Request for Proposals process for a permanent appointment.

10 On motion of Mr. Gottschall, seconded by Mr. Sinz, the Board voted to appoint T & M Associates as interim engineers for the Township while the administration proceeds with Request for Proposals.

Voting Yes: Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson,
John V. Gottschall

15 **Voting No:** N/A

Abstaining: N/A

Absent: N/A

20 **Multiple Sclerosis Society Request – Water Stop at Towamencin Pool**

Chairman Littley stated The Greater Delaware Valley Chapter of the Multiple Sclerosis Society has requested that the Township allow the Society to use a designated area within the parking lot of the Towamencin Pool Facility on Weikel Road as a “water stop” between 6:00 am and 11:00 am for the North Penn Walk scheduled for Sunday May 2, 2010.

25 Mr. Sinz noted that the time in the Multiple Sclerosis Society’s letter read 6:00 a.m. to 11:00 p.m. Mr. Ford advised that was a typo and that the real time was 6:00 a.m. to 11:00 a.m.

30 On motion of Mr. Wilson, seconded by Mr. Gottschall, the Board authorized the use of the pool parking lot for the Multiple Sclerosis Society’s 2010 MS Walk.

Voting Yes: Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson,
John V. Gottschall

35 **Voting No:** N/A

Abstaining: N/A

Absent: N/A

Fischer’s Park Pervious Paving Parking Lot Contract – Change Order #1

40 Chairman Littley stated this change order addresses the added item for the redesign and partial removal at the end of the access driveway and trail connection. It includes the lump sum item that the contractor (R.J. Sell) submitted for and that was discussed in November. It also takes in to account the adjustments for additional curb and patching in these same areas and covers the decreases for eight less removable bollards and about half of the scheduled undercut stone.

45 The overall adjustment is a reduction in the price from \$233,247.75 to \$227,239.43.

On motion of Mr. Gottschall, seconded by Mr. Sinz, the Board authorized the payment of Change Order #1.

Voting Yes: Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson,
5 John V. Gottschall

Voting No: N/A

Abstaining: N/A

Absent: N/A

10 **Amendment to the Fee Schedule**

Chairman Littley noted this amendment would allow for a half-price discount on pool daily passes sold after 5:00 pm. During the regular season (June 19th – Sept 5) the pool hours are 12:00 pm to 8:00 pm.

15

Mr. Gottschall thought it was a great idea and thanked whoever on staff thought of it.

Mr. Ford advised it was his assistant Sharon.

20

On motion of Mr. Sinz, seconded by Mr. Gottschall, the Board amended the fee schedule to allow for half price discounts at the pool after 5 p.m.

Voting Yes: Daniel M. Littley, Dr. Thomas Hollenbeck, James P. Sinz, H. Charles Wilson,
25 John V. Gottschall

Voting No: N/A

Abstaining: N/A

Absent: N/A

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There being no further business, the meeting adjourned at 8:04 p.m.

Respectfully submitted,

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Robert A. Ford
Township Manager

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