

**Towamencin Township
Board of Supervisors
Monthly Meeting
March 23, 2011
7:30 pm**

Present:

Daniel M. Littley, Jr., Chairman
John V. Gottschall, Vice Chairman
H. Charles Wilson, III
James P. Sinz
Patricia Younce

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 7:30 pm and led the assemblage in the Pledge of Allegiance.

Commendation – Eagle Scout Matthew J. Henry

5 Vice Chairman John Gottschall presented a commendation on behalf of the Board of Supervisors recognizing Matthew J. Henry for attaining his Eagle Scout.

Opening Comments

10 Chairman Littley announced the Board held an executive session prior to the meeting to discuss personnel, real estate and potential legal matters.

15 Chairman Littley stated that the Township has mailed out the 2011 Tax and Sewer bills. The 2% discount period will conclude at the end of April. Your sewer rental for 2011 will be included with your real estate tax bill that you should have 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 yet, please notify the Township Administration.

Approval of Minutes – March 9, 2011

20 On motion of Mr. Wilson, seconded by Mr. Sinz, the Board approved the minutes of March 9, 2011 as written.

Voting Yes: Daniel M. Littley, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce

Voting No: N/A

Abstaining: N/A

5 **Absent:** N/A

Zoning Amendment – Article VI Provisions in all Districts

10 Chairman Littley stated Staff has noted an area of concern regarding setbacks of certain types of structures from property lines. Currently, the Zoning Code allows projections into a side yard such as a porte-cochere as close as three feet from the property line. Staff is recommending the Board amend the Zoning Code.

15 On motion of Mrs. Younce, seconded by Mr. Gottschall, the Board authorized the administration to prepare and advertise an ordinance for consideration at a future meeting.

Voting Yes: Daniel M. Littley, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce

Voting No: N/A

20 **Abstaining:** N/A

Absent: N/A

Resolution 11-13: Establishment of Economic Development Committee

25 Chairman Littley noted the Board had discussed what the Township could do to encourage commercial retail business to enter and stay in the Township.

30 Chairman Littley commented that the charge of the Economic Development Committee (“EDC”) would be to help create opportunities for economic development through desirable business growth, expansion, retention and attraction in working as partners with businesses in order to develop a climate conducive to maintaining a strong economic base in Towamencin Township. He further indicated that the EDC will consist of the following members:

- a. Two Township Supervisors (Representation from Planning and Finance liaisons)
- b. Township Community Planning and Land Development Director
- c. Five Community Business representatives with representation from the following areas:
 - 35 1. Active shopping center, business developer
 - 2. Active major land development developer
 - 3. Small business owner
 - 4. Professional business owner
 - 40 5. Commercial Real Estate professional

5 On motion of Mr. Sinz, seconded by Mrs. Younce, the Board adopted Resolution 11-13 establishing an Economic Development Committee.

Voting Yes: Daniel M. Littlely, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce

10 **Voting No:** N/A

Abstaining: N/A

Absent: N/A

Warrant List

15 On motion of Mr. Sinz, seconded by Mr. Wilson, the Board approved payment of bills in the amount of \$844,581.72.

20 **Voting Yes:** Daniel M. Littlely, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce

Voting No: N/A

Abstaining: N/A

Absent: N/A

25 **Finance Committee Report**

Mr. Wilson stated the Committee reviewed the financial reports for 2011 through 28 February and, while there are no significant fluctuations at this point, it was agreed that it was too early in the year to truly identify any trends.

30 Mr. Wilson summarized the Committee's meeting and recommended the following:

1. The Committee recommends that the Board approve a change order to the existing contract with Pipe Services for an additional \$35,000. The contract was bid based upon an estimate of the number of manholes with the final determination to be made in the field. That determination has now been made and the change is due solely to the actual number being greater than the initial estimate.

2. The Committee recommends that the Board approve the purchase of the three meters with cellular communications capability. Cost would be charged against the Township's Sewer Capital Fund. Mr. Dingman suggested that the Township consider purchasing portable open channel flow meters that could be used by the Public Works Department to obtain flow data to better direct our I&I removal efforts. The meters are available through State contract sources; three meters with cellular communications capability would cost approximately \$22,000. This issue was reviewed by and recommended by the Township's Public Works Director.

Resolution 11-14: C2P2 Grant Application

Chairman Littley stated the C2P2 grant program administered by DCNR provides grants to local governments and non-profit organizations by combining several State and Federal funding sources into one grant program. Specific priorities for grant projects are: park and recreational facilities that demonstrate green principles and connect children to healthy recreation and the outdoors; trails; and river access projects. Generally, C2P2 grants require a 50% match of cash or in-kind contributions. The primary open application period will officially begin January 3, 2011, and end at 4 p.m. on April 20, 2011.

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On motion of Mr. Sinz, seconded by Mr. Gottschall, the board authorized the administration to submit a grant application to the C2P2 program.

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Voting Yes: Daniel M. Littley, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce
Voting No: N/A
Abstaining: N/A
Absent: N/A

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Authorization for Change Order – I&I Contract

On motion of Mr. Gottschall, seconded by Mr. Wilson, the Board on recommendation of the Finance Committee approved the change order to Pipe Service, Inc., in the amount of \$35,000.00.

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Voting Yes: Daniel M. Littley, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce
Voting No: N/A
Abstaining: N/A
Absent: N/A

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Authorization to Approve Purchase of Portable Flow Meters

On motion of Mr. Gottschall, seconded by Mr. Sinz, the Board, on recommendation of the Finance Committee, authorized the purchase of three flow meters at an approximate cost of \$22,000.

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Voting Yes: Daniel M. Littley, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce
Voting No: N/A
Abstaining: N/A
Absent: N/A

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UGTMA Study

5 Mr. Ford explained that he and Len Perrone of Upper Gwynedd Township conducted independent reviews of each proposal received and agreed that the following three firms be interviewed:

- Hazen and Sawyer
- Buchart Horn, Inc.
- T&M Associates

10 Mr. Ford stated they are recommending that a committee comprised of two elected officials from each Township, along with the Township Managers, interview the top three firms prior to a final selection.

15 On motion of Mr. Gottschall, seconded by Mr. Sinz, the Board selected Chairman Littley and Mr. Wilson to represent the Township in the interviewing process.

Voting Yes: Daniel M. Littley, James P. Sinz, H. Charles Wilson, John V. Gottschall, Patricia Younce

20 **Voting No:** N/A

Abstaining: N/A

Absent: N/A

Discussion – Proposed Maintenance Agreement – Clair ‘Butch’ Clemens Park

25 Township Solicitor John Dooley advised the Board that the property owned by the Clemens Family Corporation (“CFC”) off Forty Foot Road adjacent to the North Penn Water Authority is intended by CFC and the Township to be developed and used as a Township park. CFC intends to dedicate the property to Township for that purpose. Although the improvements have not yet
30 been completed, the Township is willing to accept dedication of the property subject to the terms of a Maintenance Agreement. CFC agrees that it will be responsible for all maintenance of the improvements constructed or completed by CFC, and for the mowing and fertilizing of the athletic fields to be constructed on the property, for a period of two (2) years from the date of
35 dedication. The Township agrees that the property will not be available for use by the public during the Maintenance Period, so that the turf on the athletic fields may be properly established.

Mr. Dooley further advised that a draft Maintenance Agreement has been prepared that he has found in order and recommends that the agreement be placed on the Board’s meeting in April for consideration of approval.

40 Mr. Ford commented that Township Staff and Township Engineer had met on the site with CFC representatives and have agreed to a coordination schedule for various improvements. He also advised that the Public Works Director Dave Hillmantel had reviewed the proposed seeding and fertilizing plan submitted by CFC’s landscaper and has found it acceptable.

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The Board directed that that Deed of Dedication and Maintenance Agreement be placed on one of the April meeting agendas for consideration.

Respectfully submitted,

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Robert A. Ford
Township Manager

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RAF/sl