

**Towamencin Township
Board of Supervisors
Monthly Meeting
May 25, 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
Lieutenant Jeffrey Kratz

Chairman Littley called the meeting to order at 7:35 pm and led the assemblage in the Pledge of Allegiance.

5 Chairman Littley noted the Board held an executive session prior to the meeting to discuss personnel and potential legal issues.

10 Chairman Littley announced that the 2011 ‘Click It or Ticket Mobilization’ will run from May 23-June 12, to kick off the summer travel season. During this time, police throughout the state will increase traffic enforcement and education efforts, using grant funding from PennDOT.

Chairman Littley wished everyone an enjoyable Memorial Day weekend and asked everyone to take some time to observe the real reason for the holiday and to reflect on the commitment of those who preserve our freedom.

15 **Approval of Minutes – May 11, 2011**

On motion of Mr. Gottschall, seconded by Mr. Sinz, the Board approved the minutes of May 11, 2011 as written.

20 **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

Zoning Hearing Board Application 2011-01: ColCor Limited Partnership

5 Chairman Littley stated while proceeding through the land development process, the applicant had decided to reduce the number of parking spaces and the number of rooms. This change in the plan requires the applicant to return to the Zoning Hearing Board for relief. The applicant is seeking relief for parking setback, variance for required parking ratio, and relief to increase building parapet height.

10 On motion of Mr. Sinz, seconded by Mrs. Younce, the Board authorized the Township Solicitor to represent the Board at the Zoning Hearing Board meeting.

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

20 **Proposed Zoning Amendment Application: 2011-01 – 531-551 Wambold Road**

Chairman Littley stated this application proposes a Zoning Map Amendment to change the property on Wambold Road from R175 Residential District to Limited Industrial Zoning District. The applicant was granted temporary relief in 1987 by the Zoning Hearing Board to continue business use of the property, and went before the Zoning Hearing Board on October 7, 2010, but was denied the variance.

Steve Howard, Esquire, attorney for the applicant was present and provided a background to the Board.

30 The Board indicated that they would take the issue under advisement and respond to the applicant whether a public hearing will be granted on the application.

Warrant List

35 On motion of Mr. Wilson, seconded by Mrs. Younce, the Board approved payment of bills in the amount of \$842,459.78.

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 Bid: Paving Program

Chairman Littley noted this bid is for a contract associated with the Township’s annual repaving program. The bid specifications are through a standard PennDOT form and provide for milling and paving (to include manhole adjustments). We are not seeking bids this year for Ralumac micro resurfacing because of the disappointing results during past years with this process.

On motion of Mr. Gottschall, seconded by Mr. Sinz, the Board authorized the administration to go out to bid for the repaving of Township roads.

- 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

Finance Committee Report

Mr. Wilson reported the Finance Committee had its monthly meeting on Thursday, May 19th to review budget performance, cash flow, as well as long-term financial strategies.

Mr. Wilson summarized the following issues that were reviewed and discussed by the Committee:

- The Appointed Auditors Bee-Bergvall presented the draft 2010 Audit to the Finance Committee and Elected Auditors. A review of the Financial Statements, “Management’s Discussion and Analysis” and notes identified a few typographic errors that will be corrected for the final draft that will be released in June. The Township received a clean opinion on our financial statements and the audit resulted in no findings.
- The Committee reviewed the financial reports for 2011 through 30 April. There are no significant fluctuations of concern in both revenue and expenses.
- In accordance with the Service Agreement between Towamencin Township and Upper Gwynedd Township, Upper Gwynedd Township has paid a “capital utilization fee” to Towamencin Township in the amount of \$147,743 for over-usage of allocated sewer flows at the UGTMA Plant during 2010. These funds have been deposited in the Towamencin Township Sewer Operating Fund.
- The Township applied for and received a FEMA grant in the amount of \$75,000 to be used towards the purchase and installation of a generator for the municipal complex when the Emergency Operation Center (EOC”) is activated. This will allow self-sufficient and sustained operation of the EOC in the event of a catastrophe or failure of the commercial power to the building or Township. The grant is 75% federal match with the Township providing a \$25,000 share. The Township Emergency Management Coordinator has identified that the generator can be purchased under the Federal Surplus Program through

the State and that the ancillary services including electrical equipment and installation is available through a State Contract (COSTARS). Staff is also recommending that the work include two supplementary options that would provide additional circuits to the Police Station and Admin Building. The total cost, including both options is \$100,134.23.

- The Township was recently notified by UGTMA of a need to replace a pump at the Rittenhouse Road Sewer Pumping Station. The station has been short a pump for at least five years. Right now, one of the three pumps is out for repairs and in the event of a major storm, two pumps will not be able to handle the flow. The cost of the pump is \$33,038.
- The Township's IT Manager has recommended that a "Toughbook" type computer be purchased for use with the portable sewer flow meter pumps that were recently obtained by the Township. While the flow readings can be downloaded via cell phone, a laptop computer must be taken in to the field when the meters are moved and placed to set up the reading programs. A "Toughbook" type computer is designed to withstand vibration, drops, spills, extreme temperature, and other rough handling that could otherwise damage an office-type laptop. The IT Manager has identified an estimated cost of \$3,100 for the computer and necessary Antivirus / AntiMalware software.
- The Finance Director had obtained proposals from various local banks for CD's and Money Markets for the investment of the Arneth Funds. First Priority Bank provided a relatively good return compared to other current options.

Based on discussions at the May 19th meeting, the Finance Committee is recommended the following for consideration by the Board of Supervisors:

1. The Finance Committee recommends that the \$147,743 from Upper Gwynedd Township be transferred from the Township's Sewer Operating Fund to the Towamencin Township Sewer Capital Fund. These funds should be applied against the Towamencin share of the "Third Party Engineering Study" of UGTMA, the cost of the pump replacement for the Rittenhouse Pumping Station, and the Inflow & Infiltration abatement program.
2. The Committee recommends that the Emergency Generator be purchased and installed via the State contracts per the Emergency Management Coordinator's recommendation memorandum to include the additional options of connecting the Police Station and Admin Building at a total cost of \$100,134.23.
3. The Committee recommends that the Township obtain a "toughbook" type laptop as recommended by the IT Manager. The charge shall be applied against the Township's Sewer I&I program.
4. The Committee recommends that the Board add "First Priority Bank" as a Township depository in addition to the institutions so designated previously by the Board for 2011.

On motion of Mr. Sinz, seconded by Mr. Gottschall, the Board moved to accept the Finance Committee's recommendations.

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

Resolution 11-17: Transfer of Upper Gwynedd Township Sewer Capacity Utilization to Sewer Capital Fund

Chairman Littley noted that in accordance with the Service Agreement between Towamencin Township and Upper Gwynedd Township, Upper Gwynedd Township has paid a "capital utilization fee" to Towamencin Township in the amount of \$147,743 for over-usage of allocated sewer flows at the UGTMA Plant during 2010. These funds have been deposited in the Township Sewer Operating Fund. The Finance Committee is recommending that these funds be transferred to the Township Sewer Capital Fund.

On motion of Mrs. Younce, seconded by Mr. Sinz, the Board approved the transfer of funds.

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

Authorization to Purchase Emergency Generator

Chairman Littley stated the Township applied for and received a FEMA grant in the amount of \$75,000 to be used towards the purchase and installation of a generator for the municipal complex when the Emergency Operation Center (EOC) is activated. This will allow self-sufficient and sustained operation of the EOC in the event of a catastrophe or failure of the commercial power to the building or Township. The grant is 75% federal match with the Township providing a \$25,000 share.

The Township Emergency Management Coordinator has identified that the generator can be purchased under the Federal Surplus Program through the State and that the ancillary services including electrical equipment and installation is available through a State Contract (COSTARS). Staff is also recommending that the work include two supplementary options that would provide additional circuits to the Police Station and Admin Building. The total cost, including both options is \$100,134.23.

On motion Mr. Wilson, seconded by Mr. Sinz, the Board approved the purchase and installation of the emergency generator in the amount of \$100,134.23.

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

Consider Appointment to Economic Development Committee

10 Chairman Littley stated the Board of Supervisors established the Township Economic Development Committee (“EDC”) in March 2011 with the charge 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. The EDC is to consist of the following members:

- 15 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:
 - 20 1. Active shopping center, business developer
 - 2. Active major land development developer
 - 3. Small business owner
 - 4. Professional business owner
 - 5. Commercial Real Estate professional

25 Mr. Wilson nominated Steve Pratt of First Priority Bank to the Committee.

On motion of Mr. Sinz, seconded by Mr. Gottschall, the Board appointed Steve Pratt as an EDC member.

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

Voting No: N/A

Abstaining: N/A

35 **Absent:** N/A

Resolution 11-18: Additional to Bank Depository

40 Chairman Littley stated that in accordance with §708 of the Pennsylvania 2nd 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 add “First Priority Bank” as a Township depository in addition to the institutions so designated previously by the Board for 2011.

On motion of Mr. Gottschall, seconded by Mrs. Younce, the Board adopted Resolution 11-18 designating the Township's depositories.

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

5 **Voting No:** N/A

Abstaining: N/A

Absent: N/A

There being no additional business, the meeting adjourned at 8:00 pm.

Respectfully submitted,

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Robert A. Ford
Township Manager

RAF/sl

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