

**Towamencin Township  
Board of Supervisors  
Monthly Meeting  
January 27, 2021  
7:30 PM**

**Present:**

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

**Staff:**

Robert A. Ford, Township Manager  
Jack Dooley, Esq., Township Solicitor  
Tom Zarko, Township Engineer  
Niral Modi, IT Department  
Timothy Troxel, Chief of Police

**Present Remotely:**

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

**Absent:**

Chairman Wilson called the meeting to order at 7:31 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](mailto: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 personnel matters.
- On Wednesday, January 20<sup>th</sup>, the Board met to interview residents who have volunteered to serve on various Township committees. There are still vacancies on several of these committees and the Board encourages residents who are interested in volunteering to contact the Township administration.

**Public Comments**

Township Manager Robert Ford read a comment from Quakertown resident Greg Opdyke:

Since we moved to phase 2, I'm hoping we're now answering questions! So my first question is since the sale would have direct impact on the residents, would you let them vote on the sale? Any thoughts about shelving this for a couple of years till we are out of this pandemic cause it is not going to change the value of the sewer plant whether it's done this year or next. But allow the resistance to voice their concerns.

Chairman Wilson thanked Mr. Opdyke for his comment.

**Approval of Minutes: January 13, 2020**

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the January 13, 2020 minutes.

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

**Zoning, Subdivision and Land Development**

**Old Business**

None

**New Business**

The January warrant list was presented for approval. On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board approved the warrant list in the amount of \$1,029,294.79.

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

**Public Works Committee Report**

The Public Works Committee meets on a monthly basis to scope projects and identify deficiencies related to Township infrastructure, properties, and equipment. The Committee met on January 26th. Supervisor Marino provided the Committee's report.

ADA Ramp Replacement Project Update – The project construction was completed with the exception of some minor restoration/touch-up work that would be completed in the upcoming spring season. The maintenance period for the project expires January 15, 2022.

2021 Road Paving Program - David Hillmantel shared his list of roads to be included as part of the 2021 program. Bid specs have been prepared and are ready to go. Public Works will need to perform preliminary preparatory work in the Rampart Lane area before the starting any paving. This work will be completed in mid-to-late July. Mr. Zarko will provide sample specification information to address residential concrete curb replacements that will be incorporated into the bidding documents in the event that private replacement work has not been completed by responsible property owners in advance of the paving contract work.

Improper Sump Pump Outlets – David Hillmantel and the Township Engineer reviewed the 26 sump pump outlet locations that are to be addressed as part of this year’s road paving program. Four (4) potential alternatives were developed to modify the current discharge locations as many of the addresses vary in complexity and scope; one solution is not feasible. The Board will review the Committee options and provide direction on for how staff should proceed notifying residents on how to address these discharge outlets.

Weikel Road Drainage Concerns - The Committee discussed the existing drainage problems and potential alternatives for corrections. Mr. Zarko noted that the Weikel Road drainage conditions were being evaluated in conjunction with the Township’s Stormwater Management Strategic Plan Update that was being prepared by CKS. The report would be issued within the next couple of weeks and will be scheduled for review and discussion by the Board of Supervisors. Supervisor Marino suggested that as part of the discussion, the potential installation of concrete sidewalk and/or pedestrian walkways along the road should be considered, based upon input provided by area residents.

Forty Foot Road Widening Project Signalization Issues – Supervisor Marino reported a signalization problem at the Tomlinson Road / Heebner Way intersection, possibly related to the construction work associated with the Forty Foot Road Project. Mr. Hillmantel noted the intersection’s loop detector was damaged during construction and he would contact Armor and Sons, the Township’s Traffic Signal Contractor, to have it repaired.

Fischer’s Park Pedestrian Bridge Flood Damage Update – Mr. Zarko has been coordinating with the project contractor to develop remediation recommendations to address potential future flooding occurrences. Current recommendations include installing a concrete barrier and supplemental rip-rap along the upstream side of the walking path to prevent future erosion problems. The path also needs to be reconstructed for areas damaged. The Committee discussed supplemental suggestions to provide for future maintenance access and to further protect the path from washout/erosion. Mr. Zarko is working with the contractor to obtain pricing to implement the improvements for erosion control and stabilization measures that will be present to the Board at a future meeting.

RoadBotics Program Update - Mr. Zarko summarized the preliminary results from the RoadBotics assessment of the Township’s roadway network. There were some minor discrepancies in the data provided. CKS was working with the RoadBotics staff to revise the information and to update the final report. The Committee commented that the preliminary data, submitted to date, appeared to be very accurate, aligning with the Public Works assessment of high-priority roads. It was suggested that a future presentation be made to the Board of Supervisors of RoadBotics’ final

assessment results. Mr. Ford suggested an article be included in the next newsletter reviewing the program for residents.

Drainage Complaint – A drainage complaint was received by the owner of 1060 Valley Forge, which is a State maintained road. Township Manager Robert Ford would reach out to PennDOT representatives requesting a coordinated meeting with the property owner in an effort to resolve the issues.

Supervisor Bell asked if the RoadBotics Program was a one-time effort/cost or if the Township would use them for future assessments and if there was additional costs. Mr. Zarko explained the first time cost was for the initial data collection, but the 4 to 5 year cycled updates are recommended.

Chairman Wilson referenced the Heebner Way/Forty Foot Road intersection, noting the streetlights are out on the Heebner Way side, coinciding with the signalization issues. Mr. Wilson emphasized how dark this section of the road is at night. Supervisor Marino said he would share this concern.

### **Ordinance 21-02: Amendment to Snow Emergency Routes**

The Police Department recently noted a discrepancy in the Township ordinance where there are two conflicting sections of the code indicating streets designated as “No Parking” during declared snows emergencies. This ordinance amendment is to correct that discrepancy. This ordinance was briefed at the Board’s January 13<sup>th</sup> meeting and public notice has been properly advertised.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board adopted Ordinance 21-03, Amendment to Snow Emergency Routes.

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

### **Ordinance 21-03: Amendment Removing Sewer Rental Discount**

The Township Finance and Sewer Committees have recommended removing the allowance for a discount period on sewer rental payments. The current sewer ordinance provides a two-percent (2%) discount from the face amount due for a residential property if it is paid within 60 days. After 120 days, a ten percent (10%) penalty is assessed. This ordinance amendment would remove the discount from the sewer bill. There would still be a two percent (2%) discount period for prompt payment of property taxes. This ordinance was briefed at the Board’s January 13<sup>th</sup> meeting and its public notice was properly advertised.

On a motion by Supervisor Bell, seconded by Supervisor Littley, the Board adopted Ordinance 21-03, Amendment Removing Sewer Rental Discount.

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

**Adoption of Parks Master Plan Update**

The Township’s Open Space and Parks Advisory Committee spent most of 2020 working on a Master Plan update for all Township parks and trails. The Township’s Planning Consultant presented the draft plan to the Board at its October 14<sup>th</sup> meeting. The plan should be adopted by resolution if considered acceptable by the Board.

Chairman Wilson noted that while the Board was impressed with the scope and detail of the plan, no formal action was taken as there were some suggested edits by Supervisor Marino. Mr. Marino suggested the pickleball court depicted at Heebner Park be relocated to Fischer’s Park, due to the remoteness and lack of amenities currently at Heebner Park. Basketball courts were recommended by Butch Clemens Park and/or Firehouse Park.

Staff will follow up with Simone Collins, the consultant who prepared the plan update, to make the noted modifications and the Board will review at a future meeting.

**Consider Proposal / Release of Bids – Sewer Televising & Repair**

The current Sanitary Sewer Internal Televising Inspection & Repair Contract will expire on April 1, 2021. Therefore, staff is seeking authorization to prepare and release bid documents. It is anticipated that an award can be made at the Board’s February 24<sup>th</sup> or March 10<sup>th</sup> meeting for the new contract to begin April 14, 2021. This contract is for the televising and repair of the sanitary sewer system, including main, laterals, wyes and manholes, using trenchless technologies, throughout the Township.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board authorized the preparation and release of bid specifications for the sanitary sewer televising inspection and repair contract.

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

**Proposal for Engineering Services – Skippack Creek Interceptor**

The Township was awarded a \$425,000 grant late in 2020 through the Pennsylvania Small Water and Sewer program. This project will investigate, repair, and rehabilitate the Skippack Creek Interceptor portion of the sanitary sewer collection and conveyance system. The Township’s

Wastewater Engineer, Gilmore Associates, has provided a proposal to prepare specifications and administer the required bidding process at a not to exceed cost of \$15,000. An additional proposal for construction administration & observation was also provided. This stage, estimated at a cost of \$25,000, would be billed on an hourly basis for work performed. These engineering costs would count towards the Township's required grant match of \$75,000. All work is anticipated to be completed by the grant deadline of June 30, 2023.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board accepted the proposals for engineering services related to the Skippack Creek Interceptor.

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

**Ordinance 21-04: Financing for Towamencin Township 2021 Borrowing**

This Ordinance would authorize, as provided for in the 2021 adopted budget, the incurrence of non-electoral, general obligation debt by the issuance of a General Obligation Note, in the aggregate principal amount of \$2,000,000, and award a Qualified Interest Rate Management Agreement related to the Note. The borrowing is to fund certain capital projects consisting of (i) reimbursement of expenditures on capital improvement projects; (ii) acquisition of vehicles and equipment; (iii) improvements to the Township and emergency radio systems; (iv) acquisition of police vehicles and body cameras; (v) improvements to the Township pool; (vi) improvements to storm water collection system; and (vii) improvements to roads and bridges that will benefit the health and welfare of the residents of the Township of Towamencin.

On a motion by Supervisor Marino, seconded by Supervisor Bell, the Board adopted Ordinance 21-04, Financing for Towamencin Township 2021 Borrowing.

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

**Township Fueling Station Agreement - Towamencin Municipal Authority**

The Township Sewer Committee has recommended that the Towamencin Municipal Authority be permitted to use the Township Fueling Station located at the adjacent Township Public Works Facility for the fueling of the Authority's vehicles. Both the Township and Authority agree that this is beneficial for the operations of the Authority to utilize one central location for fueling and may reduce costs since the Township participates in the annual Consortium fuel bid that purchases fuel for over twenty-five (25) municipalities. This agreement outlines the conditions and responsibilities of the arrangement.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the Township Fueling Station Agreement with the Towamencin Municipal Authority.

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

**Resolution 21-05: Reimburse Expenditures for Capital Projects**

The Township expects to incur costs for various capital projects and expenditures before the actual issuance of the Note that was the subject of the immediate preceding agenda item. As required by the Internal Revenue Code, this resolution constitutes a statement of official intent to reimburse such expenditures from the proceeds of the Note.

On a motion by Supervisor Marino, seconded by Supervisor Bell, the Board approved Resolution 21-05, Reimburse Expenditures for Capital Projects.

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

**Resolution 21-06: Funding for Roadway Improvements**

This resolution authorizes, in accordance with the 2021 adopted Budget, the monthly transfer from the Township's Debt Service Fund to the Towamencin Township Infrastructure Authority for debt payment to the Delaware Valley Regional Financing Authority. An interest-only payment of \$9,118.80 is due on the 25<sup>th</sup> of each month January through April 2021. This is followed by an interest-only payment of \$7,534.12 due on the 25<sup>th</sup> of each month from May through December 2021. A principal payment of \$1,091,000.00 is due April 25, 2021.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved Resolution 21-06, Funding for Roadway Improvements.

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

**Proposal for Truck Restriction Study – Kriebel Road (Near Old Forty Foot Road)**

Last fall, the Township received several complaints about traffic - including tractor trailers – being detoured off Old Forty Foot Road (a state road) on to Kriebel Road (a Township Road) to meander around, eventually navigating back to Old Forty Road. These traffic detours brought to staff's attention that the Township Code does not list this section of Kriebel Road as restricted for large trucks. There is a “Z” turn on this section of roadway that is challenging maneuvering in a car, let alone a tractor trailer. A traffic study is required in order to restrict this section of roadway. The Township's Traffic Engineer, McMahon Associates, has provided a proposal to complete the study at a cost of \$7,900.

On a motion by Supervisor Littley, seconded by Supervisor Bell, the Board accepted the traffic study proposal for \$7,900.

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

**Committee Appointments**

The Board made the following committee appointments:

- Richard Costlow - Open Space & Parks Advisory Committee, term to expire 12/31/21
- Rachelle Clowser - Recreation & Special Events Advisory Committee, term to expire 12/31/23
- Beth Smith - Towamencin Municipal Authority, term to expire 12/31/25

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the committee appointments.

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

**Consider Engagement of Human Resource Consultant**

Chairman Wilson noted that the Board received notification that Township Manager Robert Ford, who has been with the Township over 16 years, would be retiring later this year. Mr. Wilson commended Mr. Ford on a great job as Township Manager, adding Mr. Ford has exemplified the upmost integrity and professionalism in his role, and will be sorely missed.

To get the search process underway, the Administration has recommended the engagement of a consultant to provide guidance on organizational development and human resources. Comunale &



Wagenmann, a firm that is highly experienced in the municipal management field, has provided a proposal in the amount of \$12,000. Principals Larry Comunale and Ron Wagenmann have over 50 plus combined years of municipal management experience. Mr. Comunale is a former long-term Manager of Lower Gwynedd Township and Mr. Wagenmann previously served as the long-term Manager of Upper Merion Township. Chairman Wilson noted the Board is pleased to have them on board with the search for a new Township Manager.

On a motion by Supervisor Littley, seconded by Supervisor Smith, the Board approved the Comunale & Wagenmann proposal for organizational development and human resource services in the amount of \$12,000.

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

Voting No: N/A

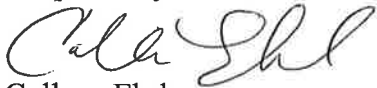
Abstaining: N/A

Absent: N/A

Supervisor Littley warned residents to be mindful and take precautions related to the impending Code Blue activation from the County's Emergency Management Division, starting Thursday, January 28 through Sunday, January 31.

There being no additional business, the meeting adjourned at 8:06 pm.

Respectfully submitted,



Colleen Ehrle

Assistant to Township Manager