



TOWNSHIP OF UPPER UWCHLAN
BOARD OF SUPERVISORS
REGULAR MEETING,

January 22, 2019

7:00 p.m.

Approved

In Attendance:

Board of Supervisors

Sandra M. D'Amico, Vice-Chair
Jamie W. Goncharoff, Member

Township Administration

Cary B. Vargo, Township Manager
Shanna Lodge, Assistant Township Manager
Gwen A. Jonik, Township Secretary
Jill Bukata, Township Treasurer
John DeMarco, Police Chief
Al Gaspari, Codes Administrator
Mike Heckman, Director of Public Works
Dave Leh, P.E., Township Engineer

Mrs. D'Amico called the meeting to order at 7:00 p.m., led the Pledge of Allegiance, offered a moment of silence and asked if any attendees were recording the meeting. There were no responses.

Approve of Minutes

Mr. Goncharoff moved to approve the minutes as presented of the December 17, 2018 Board of Supervisors Meeting and Public Hearing and the January 7, 2019 Board of Supervisors Organization Meeting. Mrs. D'Amico seconded and the Motion carried.

Approval of Payments

Mr. Goncharoff moved to approve the payments to all vendors listed January 18, 2019. Mrs. D'Amico seconded and the Motion carried.

Treasurer's Report

Jill Bukata reported the Township's financial condition remains strong. Year to date revenues are 96.6% of the 2018 Budget and expenses are at 94.8%. Earned income tax revenue fell short of the budget, however, we were on Budget overall.

Supervisor's Report

Mrs. D'Amico introduced Kevin Cook, a candidate for the Emergency Management Planning Commission (EMPC). The Board met with Mr. Cook earlier this month to discuss his interest in the EMPC. Mr. Goncharoff moved to appoint Kevin Cook to the EMPC, Mrs. D'Amico seconded and the Motion carried.

Mrs. D'Amico read the published calendar as follows: February 12, 2019 4:00 p.m. Board of Supervisors Workshop; February 12, 2019 6:00 p.m. Public Hearing: Vantage Point Retirement Living; February 18, 2019 Office Closed – Presidents' Day – there will be trash/recycling services; February 19, 2019 (Tuesday) 7:00 p.m. Board of Supervisors Meeting; yard waste collection dates February 6, February 20, March 6.

Administration Reports

Township Engineer's Report

Dave Leh reported that the land development plan for 125 Little Conestoga Road was reviewed by the consultants and the project will require conditional use approval – Profound Technologies is expanding their operations.

Building and Codes Department Report

Al Gaspari reported that 31 building permits were issued in December, totaling \$18,505 in permit fees. The totals for 2018 were 630 permits issued, totaling \$437,589.90 in permit fees. This year is starting off very busy with inspections of new construction, working with FedEx trying to address complaints of overnight noise from the facility, and working on this year's Block Party logistics since the township building will be under construction.

Police Chief's Report

Chief DeMarco reported that the Department handled 1,115 complaints last month. The Department is offering a Pro-Active Parenting Class in February. Topics include controlled-substance abuse, social media, bullying, teen suicide and depression, handling conflict, coping skills and relaxation for parents. The class is full so another will be offered in the near future.

Public Works Department Report

Mike Heckman reported that the Department performed routine maintenance, completed 101 work orders, installed an underground tank for the heaters at Upland Farms Barn, installed a sump pump between fields at Hickory Park, and were out twice recently for salting activity.

Mr. Goncharoff questioned a water/ice hazard on Byers Road. Mr. Heckman has contacted PennDOT.

Land Development

Township Building Renovation/Expansion land Development Plan. Dave Leh presented a land development plan for the township building site to accommodate the expansion of the building. Gilmore & Associates has worked with Hammel Associates, the Architect for the project. Improvements include additional 3,500 SF footprint, extending the ADA ramp, working on traffic circulation—full entrance/exit access via the southern driveway; northern driveway is exit only- 36 parking spaces total, ADA space at the Police Department and at Administration, the storm water basin adjacent to the Police parking, 6' wide walking path along Route 100 which connects the new Park to Dr. Orr's, a 4' wide pedestrian access to the administration entrance from the trail at the rear of the building, landscaping buffer along all frontages.

Existing trees and shrubs will remain to the greatest extent possible. There isn't enough room on the site for all of the trees required plantings; therefore a waiver will be requested to plant the 20 evergreen and 6 deciduous trees on other township properties.

Requested waivers:

1. Landscaping – plant the 26 trees/shrubs on other township properties;
2. Curbing along all parking areas – curbing is not proposed in several spots along the parking areas to allow the storm water to flow directly into the basin. This reduces infrastructure and impervious surfaces;
3. Sidewalk along all parking areas – sidewalks are not proposed along the parking adjacent to Dr. Orr's property and along the Route 100 parking area.
4. Sidewalk width – interior sidewalk width of 5' isn't feasible – proposing 4' width along the building.

Mr. Goncharoff asked where the flag pole would be placed. It will be relocated. Mr. Heckman asked about the sidewalk in front of building. Mr. Leh advised it is 4' wide, tiered, between Administration and the Police Department.

Mr. Goncharoff moved to grant Preliminary/Final Land Development Plan approval to the Plan prepared by Gilmore & Associates dated December 18, 2018 and last revised January 17, 2019, granting the 4 waivers previously discussed, and with the condition that the Township's Historical Commission will review the plan and provide comment for consideration by the Township. Mrs. D'Amico seconded and the Motion carried.

ADMINISTRATION

Township Building Renovation/Expansion Project – Construction Bid Advertisement. Cary Vargo requested authorization to advertise for bids for the construction of the township building renovation and expansion – gutting both levels of the existing building, except the schoolhouse, renovation and the 3-sided addition for 6,074 SF of new space. Mr. Goncharoff moved to advertise for bids for the construction of the renovations and expansion. Mrs. D'Amico seconded and the Motion carried.

Township Building Construction – Project Management. Cary Vargo requested approval of the Contract drafted for full-time construction project management. Boyle Construction quoted \$262,750 to manage the township building renovation and expansion project. Staff interviewed several construction project management firms last year and selected Boyle Construction. The Board met Boyle Construction late last year and the Township Solicitor has been reviewing/revising the Agreement. Mr. Goncharoff moved to approve and execute the Agreement for \$262,750. Mrs. D'Amico seconded and the Motion carried.

Office Space Lease – 415 Eagleview Boulevard. Cary Vargo advised that over several months, Staff investigated a variety of office spaces for the temporary relocation of the Township Office while the existing building undergoes renovation. A 4,164 SF space at 415 Eagleview Boulevard is available for Administration, which is slightly larger than what Administration currently has and all public meetings can be held within this space. The cost is \$24/SF including rent and utilities. The Police Department will temporarily relocate to their facility on Milford Road. The Township Solicitor has reviewed the Lease and this is market rate for the rental. The Board of Supervisors has visited the space and finds it acceptable. Mr. Goncharoff moved to approve and execute the Lease as presented. Mrs. D'Amico seconded and the Motion carried.

Upland Farms Barn Adaptive Reuse - Construction Documents. Cary Vargo requested the Board approve a proposal from Archer & Buchanan to update and complete the construction documents originally drafted in 2012, to adapt the Upland Farms Barn to an accessible public space. Some of the 'cosmetic' improvements have been completed. The construction/renovation plans need to be updated to current codes and finalized. Archer & Buchanan's proposal to finalize the Plans and prepare for construction bids is \$32,500 – pre-construction costs at \$24,000 and construction observation at \$8,500. This expense is included in the 2019 Capital budget. The construction project will occur in 2 phases. Phase 1 includes the installation of restrooms with exterior access, from the Park, accessibility improvements and a new main entry door. Phase 2 includes installation of kitchen/catering areas, interior restrooms, a porch and stairway, roof and exterior restoration.

Mr. Goncharoff moved to accept Archer & Buchanan's \$32,500 proposal as presented. Mrs. D'Amico seconded and the Motion carried.

Ordinance Amendments.

Chief DeMarco introduced an amendment to the Township's Fireworks Ordinance as suggested by the Township Solicitor regarding the sale and storage of fireworks. The State has changed the regulations regarding the temporary structures. The Board is requested to authorize advertisement of the amendment to the Fireworks Ordinance. Mr. Goncharoff moved to authorize the advertisement of the amendment to the Fireworks Ordinance. Mrs. D'Amico seconded and the Motion carried.

Septage Management Ordinance. Cary Vargo introduced a Septage Management Ordinance which provides regulations for on-lot septic systems – requiring they be pumped and inspected every 3 years, which is a best management practice in general. The County Health Department recently reinstated a data management system that the Haulers populate that allows the Township to identify a problem system or regional problem areas. The draft ordinance has been reviewed by the Municipal Authority, their Solicitor, Township Staff and the Township Solicitor. It has been posted on the Township website along with a FAQ sheet. Mr. Goncharoff moved to authorize the advertisement of the Septage Management Ordinance. Mrs. D'Amico seconded and the Motion carried. Mr. Goncharoff suggested that this Ordinance, if/when adopted, should be forwarded to Homeowners Associations who coordinate the maintenance of their Development's on-lot systems.

Disposition of Township Property – Police Vehicle Sale. Chief DeMarco advised that it's time to replace the 2009 Ford Econoline van (VIN #1FTNE14W79DA21588). It's being replaced with a new SUV. Police vehicles are typically offered for public sale. Norristown Borough is interested in purchasing the van. The value has been determined to be in the range of \$6,000-\$7,000. Mr. Goncharoff moved, seconded by Mrs. D'Amico, to approve the sale of the 2009 Ford Econoline van to Norristown Borough in an amount between \$6,000-\$7,000. The Motion carried.

Resolution - Records Disposition. This Resolution states that the Township follows the Pennsylvania Historical and Museum Commission's Municipal Records Manual and lists the records that can be disposed. Staff will properly dispose of records over the next few months, to reduce the amount of records that need to be moved to the temporary office space or to off-site storage. Mr. Goncharoff moved to adopt Resolution #01-22-19-02, Mrs. D'Amico seconded and the Motion carried.

Open Session

No comments were offered.

Adjournment

There being no further business to be brought before the Board, Mrs. D'Amico adjourned the Meeting at 8:11 p.m.

Respectfully submitted,

Gwen A. Jonik
Township Secretary