



Upper Uwchlan Township
Board of Supervisors
Workshop
February 8, 2022
4:00 p.m.
Minutes
Approved
Meeting held via Zoom

Attendees:

Sandy D'Amico, Chair
Jenn Baxter, Vice-Chair
Andy Durkin, Member

Tony Scheivert, Township Manager
Shanna Lodge, Assistant Township Manager
John DeMarco, Police Chief
Rhys Lloyd, Township Building Inspector
David Leh, Township Engineer

Kristin Camp, Esq., Township Solicitor

Sandy D'Amico called the Workshop to order at 4:00 p.m., led the Pledge of Allegiance and offered a moment of silence.

Termination of Declaration

Alyson Zarro presented a summary of this Termination of Declaration on behalf of her client, Michele Gunther. The properties in question are at the corner of Red Bone Road and Fellowship Road. These properties, both zoned R1 were joined by a restrictive covenant in 2007. At that time, the barn was an accessory use to the dwelling. Zoning variance relief regarding acreage and setbacks to allow the Barn on the one property to exist a standalone agricultural use has been received from the Zoning Hearing Board. The Termination of the Declaration will allow the properties to be sold separately. Ms. Baxter inquired about future additional use, and the option of adding a single-family home to the property with the agricultural use. Ms. Camp advised this would depend on area and bulk requirements. This Termination will be before the Board on their upcoming meeting.

Byers Station Parcel 5C Lot 2B Commercial – Concept Plan Introduction

Ms. Zarro introduced the Concept Plan for Parcel 5C, Lot 2B of Byers Station located along Station Boulevard at Route 100. This parcel has been subdivided previously with a residential Lot 1 in the North. Lot 2 was then divided to build townhomes on Lot 2A. The remaining land is supposed to be commercial use. Current owner is Equus. The parcel is subject to a 1999 tentative plan approval. A final plan approval for two pad sites was approved prior to the pandemic. Equus had intended to sell the property to a commercial buyer. A new buyer is interested in the property. An amended plan approval is therefore going to be requested. Kevin Michals of Cross Properties presented. Cross Properties is working with Celebree School to propose a daycare center in the larger building with adjoining play area. Cross Properties is looking to bring in complementary uses related to daycare, e.g., a smoothie cafe. The amended final plan to be filed would include use and engineering. As of the workshop, two tenants are committed, and some basin and grading issues are outstanding.

Mr. Leh asked about rear access to the buildings, noting the limited space available given setbacks. Ms. D'Amico inquired about the rear of the buildings; a discussion of the façade, including what would be seen from Pottstown Pike in this proposed design, followed. Ms. D'Amico asked about sidewalk access along Route 100, walkability, and how this commercial space connected to the Village of Eagle. Certain traffic improvements are contemplated. Sidewalk/Crosswalk connection across Station Boulevard will be completed by Toll as a part of the current townhouse construction. Stormwater improvements and access from Route 100 has already been approved as a part of the Lot 1A work. Ms. Camp confirmed that a drive-through for the proposed coffee shop pad site is permitted.

Ms. Camp explained the procedure for a Planned Residential Development (PRD). In a PRD, both Zoning and Land Development are considered together. For approval, there will be reviews by Planning Commission and Township consultants, but not a public hearing process. Public comment can be made at Planning Commission review or a public meeting of the Board of Supervisors. Ms. Baxter inquired if the Board could provide input on tenants, noting nearby competing uses. Mr. Michals advised that the company is seeking uses that would complement the daycare use.

This item will not be before the Board of Supervisors until the applicant's engineer prepares a fully engineered plan, consultants review the plan, and the Planning Commission reviews and offers comment.

Hickory Park Improvements – Construction Design Proposal

Mr. Scheivert introduced Ann Yost, a partner at YSM Landscape Architects, and presented the draft design developed for Hickory Park. The design would add 38 parking spots, eliminate the parking lot "loop," add a tee-ball field and pickleball courts, include lighting of the basketball and tennis courts, relocate the sand volleyball court, and adjust a multi-purpose field to allow for cricket. Mr. Scheivert met with a local cricket group to confirm the specifications. The elimination of a loop is a safety improvement to prevent speeding drivers.

Ms. Yost would be working with Gilmore & Associates for engineering. Mr. Scheivert recommended the use of American Rescue Plan revenue to fund the project. The Park and Recreation Board has seen and was pleased with the concept plan. Ms. D'Amico asked about input from the Public Works facilities department; Mr. Scheivert will speak with facilities staff, specifically about any drainage issues. Mr. Durkin inquired about development of the brush/trees area to the south of the parking lot, but the group discussed the possibility that this area is wetland. Ms. Yost will explore this further. Ms. Baxter asked about phasing the development based upon funding available. Ms. Yost advised that cost estimates and phasing are included in the design contract. Ms. D'Amico asked about the trail that connects to Sierra Drive. Extending or improving trails was discussed. The Board will be asked to approve the proposal from YSM at their upcoming meeting. Ms. Camp will review the conditions.

Trash and Recycling Contract Discussion

Mr. Scheivert advised that trash and recycling hauler contracts end in July 2022. There are options for two 1-year extensions in the current contract. He noted the Township has experienced some trash collection issues with Waste Management (formerly Advanced Disposal), and there are some logistical challenges with having two haulers. Ms. Camp advised the Township should ensure the date of the renewal can be maintained if the Township opts to bid but wants the backup option to extend. Ms. D'Amico inquired whether the issues are due to the operator or a result of labor shortages. Ms. Lodge advised that complaints predate the pandemic. Mr. Scheivert noted that staff has considered whether adding a collection day would improve the process; unlikely, given the automated arm collection. He further advised that other municipalities' recent bids have indicated a steep rise in prices for hauling. Mr. Durkin asked if the trash and recycling are bid separately; both are bid together, and the Township can opt to split the contract. If the Board prefers to put out to bid rather than extend, this contract will be on the agenda at the meeting for further consideration before being put to a vote.

Draft Employee Handbook Discussion

Mr. Scheivert advised that the staff continues to work toward updating the employee handbook, an attempt to modernize the policies. The document was developed with consultant Roseann McGrath and has been reviewed by Kristin Camp. Ms. Lodge and Mr. Scheivert outlined some of the more significant changes, including the elimination of comp time, clarifications to vacation time, the addition of parental leave, and other items to ensure legal compliance and alignment with best practices. Ms. D'Amico asked about having employees re-sign the document every year; Mr. Scheivert advised that this is not currently done but will be implemented with the new handbook. Ms. D'Amico suggested

also spelling out the expectations of Township Supervisors as a part of the document. Mr. Scheivert requested the Board offer questions or comments by email to the Manager, and that the Handbook would be before the Board at their March business meeting.

Social Media Policy Introduction

Ms. Lodge presented, noting that the policy has been reviewed by counsel. She advised that this document outlines procedure for Township social media accounts. It includes guidelines for platforms, which must be pre-approved, notes that they are supplementary to the Township website, and offers instruction for account managers on both what can be posted and the moderation of comments. Ms. Lodge also discussed the Township's recent subscription to Archive Social, which documents and archives Township activity on social media and ensures legal record keeping compliance. Ms. D'Amico inquired about the deletion of comments. Ms. Lodge will clarify wording in the document to indicate removal includes either deletion or hiding of comments. Chief DeMarco advised of the Police Department's previous practices regarding comments, which staff believe were automatically set to be hidden by the platform.

Draft Upland Farm Barn Use Regulations

Mr. Scheivert and Ms. Lodge have developed these regulations in conjunction with approved language from Delaware Valley Trusts. Mr. Scheivert presented the draft, outlining expectations of use, plan for cleaning, and inviting the Board comments regarding the fee schedule. Ms. Lodge noted that in order to move forward with the policy in full, the Park Regulation ordinance will need to be amended to permit alcohol under certain circumstances, e.g., with a permit and caterer during a Barn rental. Given these prerequisites, and the remaining punch list items for the Barn construction, Mr. Scheivert estimated that rentals cannot begin sooner than April 1. A discussion of security deposits, alcohol, and catering followed. Ms. D'Amico inquired about parking. Tony estimated that there are 40 spots and indicated that caterers could park behind the Barn. Mr. Lloyd advised that he has confirmed with the Township engineer that additional pervious parking could be added, given the basin capacity available at the site.

Serious Crash Assistance Team (SCAT)

Chief DeMarco circulated a memo to the Board seeking permission to join the Serious Crash Assistance Team to conduct accident investigations. Chief DeMarco summarized the SCAT program, which is comprised of personnel from about 15 municipalities who are trained in accident investigation in cases of death or criminal prosecution. This program allows for shared resources. SCAT personnel have been in the Upper Uwchlan community to assist with issues of this nature. It was the consensus of the Board to approve the request of Chief DeMarco to participate in the program.

Open Session

Ms. Lodge advised the Board of the upcoming Earth Day Celebration to be hosted by the new Environmental Advisory Council on April 23 at Upland Farm Park. The event will feature vendors and organizations with earth-friendly products, services, or missions.

Adjournment

The meeting was adjourned at 5:38 PM.

Respectfully submitted,

Shanna Lodge
Assistant Township Manager