

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING**

TUESDAY, FEBRUARY 28, 2017

SUPERVISORS PRESENT:

Stephen Paccione, Chairman
Kathleen Hunsicker, Vice-Chairman
Edward J. Brandt
Dr. J. Richard Booth
Mark Grey

STAFF:

Craig McAnally, Township Manager
Jamie Worman, Assistant Township Manager
Carole Culbreth, Assistant Secretary
Michael Savona, Esq., Solicitor
Craig Kennard, Gilmore Engineering
Kenneth Amey, Zoning Officer
Paul Kenny, Chief-of-Police
Michael DeStefano, Public Works Director

Call to Order and Pledge of Allegiance

The Chairman called the meeting to order at 7:40 p.m. in the Lower Gwynedd Township Municipal Building and led those in attendance in the pledge of allegiance. The Chairman stated the Board of Supervisors met in an Executive Session before the meeting on a Real Estate matter.

Montgomery County Association of Township Officials (MCATO)

A presentation was made by Melissa Weber, Esq., MCATO Executive Board Member to the Board of Supervisors regarding MCATO and the Board's involvement in the Association.

BUSINESS & FINANCIAL

Receipt of Invoice History by General Ledger Account for January, 2017

The Board of Supervisors received the Invoice History for the month of January, 2017 in the amount of \$458,805.94. The Chairman asked if there were any questions or comments. There were none. Mr. Grey made a motion, seconded by Dr. Booth to approve the Invoice History by General Ledger Account for January, 2017 in the amount of \$458,805.94. The motion carried 5 - 0.

Receipt of Year-to-Date Budget Report for December, 2016

The Board of Supervisors received the Year-to-Date Budget Report for December, 2016. The Chairman asked if there were any questions. There were none. Mr. Grey made a motion, seconded by Ms. Hunsicker to accept the Year-to-Date Budget Report for December, 2016. The motion carried 5 - 0.

Resolution No. 2017 – 07: 2016 Budget Amendments

The Board stated they are pleased and thankful that Steve Wiesner stepped into the vacant Finance Director position as Interim Finance Director. Mr. Wiesner explained the 2016 Budget Amendments. Dr. Booth made a motion, seconded by Mr. Brandt to adopt Resolution No. 2017 – 07: 2016 Budget Amendments. The motion carried 5 – 0.

PUBLIC COMMENTS

The Chairman opened the meeting for public comment for items not on the agenda.

Henry Brawn, Spring House Estates resident, asked for an update on the Spring House Village Shopping Center and DOW Property. Mr. Paccione stated Starbucks will open at the end of March, Arpeggios will open in May and CVS in June. He stated the Whole Foods shell will be complete on July 15 and it will take seven to nine months for the fit out. Mr. Paccione stated Whole Foods will open in approximately one year. He stated DOW is under Agreement of Sale but not finalized. Mr. McAnally stated we will make residents aware after the March 15 settlement.

There were no further questions or comments.

BUILDING AND ZONING

**Conditional Use Application: ACTS Retirement – Life Communities
Gwynedd Estates – (Pedestrian Bridge in Riparian Corridor)
301 Norristown Road**

Mr. Savona stated the Board of Supervisors received the following Conditional Use Application from ACTS Retirement-Life Communities, Inc. premises located at 301 Norristown Road. Mr. Savona opened the public hearing for the Board to consider approval of an application for Conditional Use for property Located at 301 Norristown Road, Lower Gwynedd. He stated ACTS Retirement Life Communities, Inc. has applied for conditional use approval under the terms of the Lower Gwynedd Township Zoning Ordinance, Section 1298.17(c), to permit the construction of a trail extension, bridge and storm water management facilities in riparian and wetland buffers on property commonly known as Gwynedd Estates. Bernadette A. Kearney, Esq., represented ACTS Retirement – Life Communities, Gwynedd Estates – (Pedestrian Bridge in Riparian Corridor) 301 Norristown Road. The exhibits for both the Township and ACTS Retirement were entered and accepted in the record. Ms. Kearney stated ACTS Retirement is asking for an extension of the trail in the riparian zone in the wetlands connecting to the adjoining office complex. Joseph Hanna, Chambers Engineering, was sworn in and testified for ACTS Retirement. Mr. Hanna stated the next step is the GP7 permit and construction of a paved trail in the riparian buffer. Mr. Grey question where the bridge was located. Mr. Hanna replied there are two culverts underneath Norristown Road which discharge. Mr. Grey questioned if there is a requirement to connect to the trail. Mr. Kennard replied no. There were no further comments and Mr. Savona closed the hearing. Dr. Booth made a motion, seconded by Mr. Brandt to approve the ACTS Retirement – Life Communities Gwynedd Estates (Pedestrian Bridge in Riparian Corridor) 301 Norristown Road as requested subject to the following conditions:

1. *Nothing in this Decision and Order shall be construed as either an express or implied waiver of any provision of any applicable ordinance of Lower Gwynedd Township. No level of development is guaranteed by virtue of this conditional Approval and the Proposed Use shall be permitted only if the fully-engineered Plans for the Property can demonstrate compliance with all applicable zoning and subdivision and land development regulations of the Township as well as any relevant statutes or regulations of any other governmental entity having jurisdiction over development on the Property.*

2. *The use permitted by this Approval shall be consistent with the application, testimony and exhibits submitted to the Board of Supervisors at the public hearing held on February 28, 2017.*

3. *Applicant shall be permitted to construct the requested trail extension, bridge and storm water management facilities in riparian and wetland buffers as depicted on the Plan produced as an exhibit to the Conditional Use application. No further improvements shall be permitted on the Property without approval of the Township.*

4. *All of the terms, conditions and provisions of this Decision and Order shall be included as notes on any final record plan prepared and recorded as a part of any future land development approval for the Property.*

The motion carried 5 – 0.

Resolution No. 2017 – 08: Balshi (Two-Lot Subdivision)

1221 Meetinghouse Road

Mr. Savona stated the above Resolution No. 2017 – 08 proposes to subdivide 1221 Meetinghouse Road into two lots with Lot 1 containing 252,877 square feet and Lot 2 containing 85,715 square feet. He stated the Balshi Subdivision was reviewed and recommended by the Lower Gwynedd Planning Commission. Ms. Hunsicker made a motion, seconded by Mr. Grey to adopt Resolution No. 2017 – 08: Balshi (Two-Lot Subdivision) 1221 Meetinghouse Road Preliminary/Final Minor Subdivision Approval. The motion carried 5 – 0.

Resolution No. 2017 – 10: Chapel Steel Parking Expansion

590 N. Bethlehem Pike

Mr. Savona stated the above Resolution No. 2017 – 09 proposes to improve the Property by increasing the parking lot area by adding fifteen new parking spaces, as well as adding a secondary access to Roberts Road, landscaping, lighting and an underground storm water basin. He stated the parking expansion was reviewed and recommended by the Montgomery County and Lower Gwynedd Planning Commissions. Mr. Paccione asked if surrounding residents were contacted. Mr. Amey stated Tim Woodrow sent letters to surrounding residents with his name and phone number and he received no responses. Mr. Brandt made a motion, seconded by Dr. Booth to adopt Resolution No. 2017 – 09 Chapel Steel Parking Expansion 590 N. Bethlehem Pike Preliminary/Final Land Development Approval. The motion carried 5 – 0.

Document Management Proposals (RICOH)

The Board of Supervisors received a Document Management Proposal from RICOH. Mr. McAnally stated we budgeted \$75,000 in 2017. He stated the Land Development, Zoning Hearing Board and Building Permits will be digitized and filed electronically. Mr. McAnally stated this will clear out some of the congestion in the archive areas. Dr. Booth asked if we received any other bids. Mr. McAnally stated yes. He noted RICOH's imaging and conversion services and approach is a better fit for the Township. Mr. McAnally stated records in the Land Development archives will be the first to be scanned. Dr. Booth questioned what will be done to the old records after they are scanned. Mr. McAnally replied they will be destroyed. Mr. Grey made a motion, seconded by Ms. Hunsicker to approve the Document Management Proposal from RICOH in the amount of \$76,167.15. The motion carried 5 -0.

Swedesford Road Bridge Inspection

Mr. McAnally stated in 1995 the PA Public Utility Commission litigated an Order that SEPTA no longer was required for the maintenance of the Swedesford Road Bridge over the SEPTA tracks and the responsibility was transferred to both Lower and Upper Gwynedd Townships. He stated Gilmore Engineers performed a field inspection of the bridge and estimates the cost of the maintenance at \$13,170 which Lower Gwynedd will pay half \$6,585. Ms. Hunsicker made a motion, seconded Mr. Grey to approve the inspection of the Swedesford Road Bridge in the amount of \$6,585. The motion carried 5 - 0.

Review of Township Fees and Escrow

Mr. McAnally stated the review of Township Fees and Escrow has been on the agenda since October, 2016. Mr. McAnally stated the Board received a memorandum from the Assistant Township Manager recommending that Lower Gwynedd Township fees need to be raised. He noted once the fees are finalized a formal fee schedule resolution will be prepared. Mr. McAnally stated Mr. Savona will draw up an Ordinance which will allow the fees and escrow to be amended by resolution in the future. Dr. Booth made a motion, seconded by Mr. Brandt to authorize the advertisement of the Ordinance allowing fees and escrow to be amended by resolution and move forward with the updated fees and escrow schedule. The motion carried 5 - 0.

Resolution No. 2017 - 09: Assign Finance Director and Township Manager as the Act 32 Official to Receive Reports and Tax Information from Berkheimer Associates

Mr. McAnally noted Karen Yeutter was on the docket as the official to receive reports and tax information from Berkheimer Associates. He stated the above Resolution No. 2016 - 10 allows the current Finance Director, Township Manager and Assistant Township Manager to receive the reports from Berkheimer Associates. Mr. Brandt made a motion, seconded by Dr. Booth to adopt Resolution No. 2017 - 10: Assign Finance Director, Township Manager and Assistant Township Manager as the Act 32 Official to Receive Reports and Tax Information from Berkheimer Associates. The motion carried 5 - 0.

Replacement of Two Administration Heat Pumps

Mr. McAnally stated an upgrade to the heat pumps in the administration area and the staff meeting room area are needed at a cost of \$12,104.00. Mr. Brandt made a motion, seconded by Ms. Hunsicker to authorize the replacement of two administration heat pumps in the amount of \$12,104.00. The motion carried 5 - 0.

Resolution No. 2017 - 11: Montco 2040 Implementation Grant Program

Mr. McAnally stated the above resolution authorizes the submission of a grant application for the 2017 round of the Montco 2040 Implementation Grant Program in the amount of \$68,222.00. He stated this allows the Township to go after the grant for Gwynedd Hunt which will provide funding for a trail connection project that involves the installation of a pedestrian bridge and paved trail that will extend from the Carriages of Lower Gwynedd development along Penllyn Pike and connect through the open space of Gwynedd Hunt. He stated the total cost is \$233,222.00 for the bridge and associated engineering and design costs. Ms. Hunsicker made a motion, seconded by Mr. Brandt to adopt Resolution No. 2017 - 11: Montco 2040 Implementation Grant Program. The motion carried 5 - 0.

There being no further questions or comments, the meeting was adjourned at 8:35 p.m. until the next Regular Meeting scheduled on March 14, 2017 at the Lower Gwynedd Township Building.

Respectfully submitted,

Carole Culbreth
Assistant Secretary