

LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS REGULAR PUBLIC MEETING

Tuesday, April 11, 2023, 7:00 p.m.



To join the meeting via Zoom:

<https://us02web.zoom.us/j/89832057086?pwd=bG5sd2ZvaDNzY0IvKzE2Y1hKeDILQT09>

Call #: 1-646-876-9923

Meeting ID: 898 3205 7086 Passcode: 161086

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS AND PRESENTATIONS

The Board of Supervisors met in executive session prior to tonight's meeting to discuss matters of litigation and personnel.

PUBLIC COMMENTS

Citizen comments, concerns, questions for items not on the agenda
(Comments on agenda items will be taken when those items are discussed by the Board.)

BUILDING AND ZONING

1. Presentation of Gwynedd Mercy Academy High School land development application
2. Consideration of request for 60-day extension of expiration period in Resolution 2022-29 to pay fees and post escrow re: land development approval for Wissahickon School District turf fields

GENERAL BUSINESS

1. Discussion about tax credits for volunteer firefighters
2. Proclamation to celebrate Arbor Day on April 28, 2023 as part of the Arbor Day Foundation's Tree City USA Program
3. Authorize opioid settlement fund agreement
4. Authorize contract with Sewer Specialty Services in the amount of \$51,764 for cleaning, televising and repair of sanitary sewer lines
5. Authorize purchase of audio/visual equipment from Delco Solutions LLC in the amount of \$7,400 for the caucus meeting room
6. Approval of minutes - March 22, 2023

COMMITTEE REPORTS

Updates on Township Commissions and Board Subcommittees from Supervisor Liaisons

STAFF UPDATES

Updates from staff on municipal activities and projects – **Pen-Ambler Park remediation update; website format changes**

SUPERVISORS COMMENTS

Comments or questions from the Board of Supervisors

Adjournment

UPCOMING MEETING DATES*

HUMAN RELATIONS COMMISSION	THURS	05/04/2023	7:00 P.M.
BOARD OF SUPERVISORS	TUES	04/25/2023	7:00 P.M.
ENVIRONMENTAL ADVISORY COUNCIL	WED	04/12/2023	7:00 P.M.
ZONING HEARING BOARD	THURS	04/13/2023	6:00 P.M.
PARKS AND RECREATION	TUES	04/18/2023	6:00 P.M.
PLANNING COMMISSION	WED	04/19/2023	7:00 P.M.
HISTORICAL ADVISORY COMMITTEE	THURS	04/20/2023	6:00 P.M.
AUDITORS MEETING	TUESDAY	05/09/2023	5:00 P.M.

*Please check the Township website to confirm meeting dates and times.

**MONTGOMERY COUNTY
BOARD OF COMMISSIONERS**

VALERIE A. ARKOOSH, MD, MPH, CHAIR
KENNETH E. LAWRENCE, JR., VICE CHAIR
JOSEPH C. GALE, COMMISSIONER



**MONTGOMERY COUNTY
PLANNING COMMISSION**

MONTGOMERY COUNTY COURTHOUSE • PO Box 311
NORRISTOWN, PA 19404-0311
610-278-3722 • FAX: 610-278-3941
WWW.MONTCOPA.ORG

SCOTT FRANCE, AICP
EXECUTIVE DIRECTOR

January 4, 2023

Ms. Jamie Worman, Assistant Township Manager
Lower Gwynedd Township
1130 North Bethlehem Pike
Post Office Box 625
Spring House, Pennsylvania 19477

Re: MCPC # 22-0288-001
Plan Name: Gwynedd Mercy HS addition
(1 lot comprising approximately 42.08 acres)
Situate: Sumneytown Pike (cross street: Evans Road)
Upper Dublin Township

Dear Ms. Jamie Worman:

We have reviewed the above-referenced land development in accordance with Section 502 of Act 247, "The Pennsylvania Municipalities Planning Code," as you requested on December 1, 2022. We forward this letter as a report of our review.

BACKGROUND

The applicant, Gwynedd Mercy Academy High School, is proposing an expansion to the Gwynedd Mercy Academy High School building. The existing multi-story building has a footprint area of 96,166 square feet. Demolition of a portion of the existing building and other site features would be required, and the new construction would increase impervious coverage by 0.57 acres (from 22.25% to 23.62%). A sidewalk would be installed along the parking lot adjacent to the building, as well as a walkway and terrace area on the side of the building addition that would face the existing ball fields. In addition to the high school building, the property contains parking lots and various outdoor sport facilities. A tributary of the Trewellyn Creek is located north of the building and bisects the property.

The property is located in the A Residential Zoning District. Educational uses are permitted in the A Residential district when authorized as a special exception.

COMPREHENSIVE PLAN COMPLIANCE

The proposal is generally consistent with the county's comprehensive plan, *MONTCO 2040: A Shared Vision*, which shows the area as being located in the "Suburban Residential" future land use area. In addition to low-



density residential, institutional uses are identified as one of the primary uses in Suburban Residential areas. Non-residential buildings should have a residential character, with pitched roofs, small building footprints, residential building materials, and residentially-scaled windows and doors. These uses must also be designed to limit potential impacts of traffic, noise, and light. Trees, steep slopes, wetlands, and other sensitive land should be preserved, and appropriate landscaping, buffers, and street trees should be provided by all developments.

RECOMMENDATION

The Montgomery County Planning Commission (MCPC) generally supports the applicant's proposal, however, in the course of our review we have identified the following issues that the applicant and township may wish to consider prior to final plan approval. Our comments are as follows:

REVIEW COMMENTS

PEDESTRIAN CONNECTIVITY

The applicant is proposing a waiver from the Subdivision and Land Development Ordinance (SALDO) Section 1230.45, which requires that sidewalks be provided along both sides of existing and new streets and that pedestrian trails be provided in locations determined by the Board of Supervisors. Portions of Sumneytown Pike currently have sidewalks, including along the frontage of the adjacent Gwynedd Mercy University property. We recommend that the township consider the long-range goals for pedestrian connectivity when determining whether to grant the applicant the sidewalk requirement waiver.

LANDSCAPING

A landscape plan was not submitted with the proposal; therefore our recommendations are made without having reviewed a landscape plan for the site.

- A. Street Trees. The applicant is requesting a waiver from SALDO Section 1230.41(a), which would require that street trees be planted along existing streets. We believe that this proposed land development presents an opportunity to fill any gaps that may exist between street trees along both Evans Road and Sumneytown Pike. We suggest that the township consider the goals for growing the tree canopy and the importance of streetscape design in the township when evaluating the waiver request. We recommend that the applicant examine the health and conditions of the existing street trees to determine if replacement trees are needed in any location along the street frontage.
- B. Stormwater Best Management Practices (BMP). The applicant is proposing to construct a bio-retention basin area, located between the existing ball field and the wooded area around the Trewellyn Creek tributary. We commend the applicant for proposing a stormwater BMP, which will help to improve water quality of Trewellyn Creek. We recommend that the applicant landscape the bio-retention basin with appropriate shrubs and grasses, and suggest that the applicant reference the Pennsylvania Department of Environmental Protection (DEP) for [specific design considerations](#).

CONCLUSION

We wish to reiterate that MCPC generally supports the applicant's proposal but we believe that our suggested revisions will help to achieve more pedestrian friendly conditions for the development along Sumneytown Pike.

Please note that the review comments and recommendations contained in this report are advisory to the township and final disposition for the approval of any proposal will be made by the municipality.

Should the governing body approve a final plat of this proposal, the applicant must present the plan to our office for seal and signature prior to recording with the Recorder of Deeds office. A paper copy bearing the municipal seal and signature of approval must be supplied for our files. Please print the assigned MCPC number (22-0288-001) on any plans submitted for final recording.

Sincerely,



Claire Warner, Senior Community Planner
cwarner@montcopa.org – 610-278-3755

c: Woodrow & Associates, Applicant's Representative
Kenneth Amey, AICP, Township Zoning Officer
Craig Melograno, Chairman, Planning Commission
Mimi Gleason, Interim Township Manager

Attachment A: Aerial Image of Site

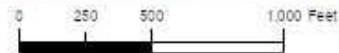
Attachment B: Reduced Copy of Applicant's Proposed Site Plan

ATTACHMENTS A & B



Gwynedd Mercy High School Addition
MCPC#220288001

Montgomery
County
Planning
Commission
Montgomery County Courthouse - Planning Commission
900 Elm 3111 Norristown PA 19384-0311
(610) 278-3723 (t) 610-278-3441
www.montcopa.org/placomm
Aerial photography provided by Aerialmap





Office of the Fire Marshal

1130 N. Bethlehem Pike--P.O.Box 625--Spring House, PA 19477-0625--(215) 646-5302--FAX (215) 646-3357

MEMORANDUM

TO: LOWER GWYNEDD PLANNING COMMISSION, PATTY FURBER, MIMI GLEASON, JAMIE WORMAN
FROM: AL COMLY
DATE: FEBRUARY 13, 2023

RE: LAND DEVELOPMENT APPLICATION—GWYNEDD MERCY ACADEMY HIGH SCHOOL--BUILDING ADDITION

I have reviewed the most recent submittal of the following drawings prepared in response to questions and concerns raised at a project planning meeting held on January 24, 2023 at Gwynedd Mercy Academy site.

Project Area Development Plan, drawing 6 of 19, dated November 21, 2022, no revisions, prepared by Woodrow & Associates—showing the walkways from the emergency exits on the northwest side of the existing structure and the proposed addition. This plan satisfies the concerns identified in Woodrow letter to the Township (addressed to Patty Furber) dated February 7, 2023 item 1b

First Floor Fire Suppression Plan, drawing SKA-002, dated February 3, 2023, received 2-9-2023 electronically, showing the phased plan to achieve full sprinkler installation in the existing building as well as all new construction by the end of the 2034 calendar year. Various interim steps are shown that will be milestone events toward the final 2034 completion. This plan satisfies the concerns identified in Woodrow letter to the Township (addressed to Patty Furber) dated February 7, 2023 item 1a

I find both of these drawings to be acceptable exhibits for inclusion in the final Land Development Documents and to satisfy the fire/ life safety concerns raised by this office in earlier reviews.

Item 1c in the Woodrow letter of February 7, 2023 can be addressed as the construction process continues with the understanding that it will be remote from the building.

Please contact me if questions remain to be answered.



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

April 5, 2023

File No. 22-12001

Mimi Gleason, Interim Township Manager
Lower Gwynedd Township
1130 N Bethlehem Pike
P.O. Box 625
Spring House, PA 19477

Reference: Gwynedd Mercy Academy High School
TMP #39-00-03957-00-9, Block 8, Unit 55
Preliminary/Final Land Development Plans – Review 2

Dear Ms. Gleason:

Pursuant to your request, Gilmore & Associates, Inc. performed a review of the preliminary/final land development plans for the above-referenced project. Upon review, we offer the following comments for consideration by the Lower Gwynedd Township Board of Supervisors:

I. Submission

- A. Preliminary/Final Land Development Plans, consisting of sheets 1 through 16 of 16, dated November 21, 2022, last revised March 13, 2023, as prepared by Woodrow & Associates, Inc. for Gwynedd Mercy Academy High School, located at 1345 Sumneytown Pike.
- B. Post-Construction Stormwater Management Report dated November 2022, last revised March 2023, as prepared by Woodrow & Associates, Inc.
- C. Erosion and Sedimentation Control Report dated November 2022, last revised March 2023, as prepared by Woodrow & Associates, Inc., for Gwynedd Mercy Academy High School.
- D. Drainage Area Boundary Plans, consisting of sheets 1 through 3 of 3, dated November 21, 2022, as prepared by Woodrow & Associates, Inc.

II. Project Description

The subject property TMP #39-00-03957-00-9, located at 1345 Sumneytown Pike, is situated in the Lower Gwynedd Township A-Residential District. The subject property is accessed from Sumneytown Pike and Evans Road (SR 2016). The tract consists of approximately 42 acres and currently contains an existing high school with several accessory buildings, athletic fields and facilities, parking areas and access drives.

The plans propose a building addition to the existing structure, new concrete walks and a new paved parking area. Proposed utilities will be incorporated into existing public sewer and water infrastructure and additional runoff produced by this new construction will be managed by the proposed basin.

III. Review Comments

A. Zoning Ordinance

We defer all comments with respect to the Lower Gwynedd Township Zoning Ordinance to the Township's Zoning Officer.

65 East Butler Avenue | Suite 100 | New Britain, PA 18901 | Phone: 215-345-4330 | Fax: 215-345-8606

B. Waivers Requested

Pursuant to §1230.09, the Township Board of Supervisors may grant a waiver of the requirements of one or more provisions of this ordinance provided the Applicant proves undue hardship. All waivers shall be formally requested from the Township and shall be in writing and shall accompany and be part of the application for development. The Record Plan shall list the waivers, applicable section numbers, and the date granted as applicable, including any conditions.

The following waiver requests shall be noted on the Record Plan, Sheet 1:

1. §1230.19.b – A waiver to allow concurrent Preliminary & Final land development application and approval of the project.
2. §1230.37(c)&(e) & §1230.61 – A waiver from providing curbing and the dedication of additional right-of-way beyond the existing legal right-of-way for Sumneytown Pike and Evans Road.
3. §1230.41(a) & §1230.42(a)(1) – A waiver from the requirement of planting street trees along Sumneytown Pike and Evans Road.
4. §1230.41(g) – A waiver to allow for greater than ten (10) spaces to be permitted without a landscape strip having a width of ten (10) feet and a waiver from the required 10% parking area to be devoted to landscaping.
5. §1230.45 – A waiver from the requirement of sidewalks along all existing and new streets and pedestrian trails to be a minimum width of 8 feet except in such locations as may be determined by the Board of Supervisors. This waiver is intended to apply to frontages along Sumneytown Pike and Evans Road.
6. §1230.59 – A partial waiver from the requirement of installing monuments along all property corners.
7. §1241.401(n) – A waiver from the requirement of all storm piping being a minimum of 18” diameter and reinforced concrete material.

C. Subdivision and Land Development Ordinance

We offer the following comments with respect to the current Lower Gwynedd Township Subdivision and Land Development Ordinance:

1. §1230.15 – The Applicant is responsible for all required approvals, permits, etc. (e.g., Montgomery County Conservation District, PennDOT HOP, Fire Marshal, PADEP, etc.).
2. §1230.19 – The following general information shall be provided or revised on the plans:
 - a. The Landscape Requirements Table on the Development and Landscape Plan, Sheet 6, shall be revised to note the correct tree replacement section, §1230.41(i).
 - b. The plans shall be revised to provide additional spot elevations at the proposed ADA curb ramp to ensure the accessibility slope requirements are met.
3. §1230.33 – The Applicant is required to obtain an NPDES and Erosion & Sediment Control permit from the Montgomery County Conservation District. The Township should be copied on all future correspondence with the Conservation District.
4. §1230.40 – We defer the review of the Traffic Impact Study to the Township Traffic Engineer.
5. §1230.62 – The Applicant shall obtain a “will serve” letter from the water supplier. A copy of the letter shall be provided to the Township. Additionally, the plans shall be submitted to the water supplier for review/approval.

6. §1230.63 – The Applicant shall confirm the existing allocated sewer capacity and prior PA DEP planning approval for the site/project. Additionally, documentation shall be provided as to whether or not the proposed project improvements will increase the need for additional sewer capacity, and if any PA DEP sewage planning is necessary.
7. §1236.12(a)&(b) – In accordance with this section of the ordinance, the Applicant is required to pay a Recreation Impact Fee for non-residential developments. The required fee is to be calculated as \$500 per 1000 square feet being constructed. As such, for the building addition of approximately 19,000 sf, the total Recreation Impact Fee would be \$9,500.00.
8. We defer to the Township Traffic Engineer to calculate the impact fee in accordance with the Township's Act 209 Study, if applicable.

B. Stormwater Management Ordinance

We offer the following comments with respect to the Lower Gwynedd Township Stormwater Management Ordinance (SWMO):

1. §1241.401 – The Applicant shall address the following general plan issues regarding the stormwater management design:
 - a. The plans shall be revised to provide details of the proposed area drains (ST-01 to ST-04) and the 2'x2' box with M Top (ST-05).
 - b. We note that the Profile: ST-01 to ST-07 indicates a pipe size of 8" from ST-05 to ST-07, however, the Profile ST-06 to ST-10 indicates and 12" pipe into ST-07. The plans shall verify all pipe sizes and revise accordingly.
2. §1241.704 – The Applicant will be required to enter into a Stormwater Ownership & Maintenance Agreement with the Township for the proposed on-site stormwater improvements. The document will be prepared by the Township Solicitor and should be executed prior to the plans being recorded.
3. In accordance with Lower Gwynedd Township Resolution 2005-16, the Applicant is required to pay a Stormwater Management Facility fee in the amount of \$500 per 1000 cubic feet of storage volume within the proposed BMP's. We calculate the fee to be based on the 100-year water surface elevation to be \$11,254.50.

In order to expedite the review process of the resubmission of the plan, the Applicant should submit a response letter which addresses each of the above comments. Changes that have been made to the application that are unrelated to the review comments should also be identified in the response letter. Additional review comments not referenced in this letter may be made upon review of the revised plan submission.

If you should have any questions, please feel free to contact our office.

Sincerely,



Edward Brown, P.E.
Project Manager
Gilmore & Associates, Inc.

EB/sl

cc: Steve Ware, Township Zoning Officer
Jamie Worman, Assistant Township Manager
Neil A Stein, Esq., Township Solicitor
Patty Sexton-Furber, Building Codes Administrator
Al Comly, Township Fire Marshal
Chad Dixon, AICP, PP, McMahon Associates, Inc.
Timothy Woodrow, P.E., Woodrow & Associates, Inc.
James Hersh, P.E., Gilmore & Associates, Inc.



April 5, 2023

Ms. Mimi Gleason
Interim Manager
Lower Gwynedd Township
1130 N. Bethlehem Pike
P.O. Box 625
Spring House, PA 19477

RE: **Traffic Review #2 – Preliminary/Final Land Development Plans**
Gwynedd Mercy Academy High School Campus
Lower Gwynedd Township, Montgomery County, PA
McMahon Project No. 822C62.11

Dear Mimi,

Per your request, McMahon, a Bowman company (McMahon) has completed our second (2nd) traffic review for the proposed site modifications to be located on the Gwynedd Mercy Academy High School Campus in Lower Gwynedd Township, Montgomery County, PA. The proposed site modifications will consist of constructing an approximate 19,600 square-foot building addition and parking lot modifications. Access to the school campus will continue to be provided via the existing driveways along Sumneytown Pike and Evans Road (SR. 2016).

The following documents were reviewed in preparation of our comments:

- Preliminary/Final Land Development Plans – Gwynedd Mercy Academy High School, prepared by Woodrow & Associates, Inc., last revised March 13, 2023.
- Response to Comments Letter – Gwynedd Mercy Academy High School, prepared by Woodrow & Associates, Inc., dated March 13, 2023.

Based on our review of the documents listed above, McMahon offers the following comments for consideration by the Township and action by the applicant's team to address:

1. The applicant is requesting a waiver from the following ordinance requirements:
 - Section 1230.37(c) – requiring curbing along Sumneytown Pike and Evans Road (S.R. 2016) and provision of a 100-foot ultimate right-of-way along the Sumneytown Pike site frontage and an 80-foot ultimate right-of-way along the Evans Road (S.R. 2016) site frontage.
 - Section 1230.45 – requiring sidewalk along the Sumneytown Pike and Evans Road (S.R. 2016) site frontages and pedestrian trails to be a minimum of 8 feet in width.
2. According to **Section 1230.40(a)(1)D** of the **Subdivision and Land Development Ordinance**, a traffic impact study is required for the proposed building addition. Based on the plans referenced above and supplemental correspondence provided by the applicant, the additional square footage with the expansion will not be utilized to increase the number of students or staff. Therefore, it is unlikely that the expansion of the school will generate additional site traffic.
3. Since the existing striped parallel parking spaces located along Reiley's Way will no longer be needed at the start of the Fall 2023 school year due to enrollments projections as noted in the applicant's engineer's

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mcmahonassociates.com | bowman.com

response to comment 5, a "To Be Removed" label should be shown on the plans for these parking spaces and "No Parking" signs should be shown along both sides of the entire length of Reiley's Way.

4. A Stop bar should be shown on the plans at following locations:
 - At the stop sign on the northbound and southbound approaches of the westernmost driveways along Reiley's Way leading to/from the parking areas to the southwest of the school.
 - At the stop sign on the southbound approach of the driveway along Reiley's Way on the southwestern corner of the existing building.
5. The proposed development is subject to the transportation impact fee of \$2,285 per "new" weekday afternoon peak hour trip. Based on the plans referenced above and supplemental correspondence provided by the applicant, the additional square footage with the expansion will not be utilized to increase the number of students or staff. Therefore, the proposed expansion is not expected to generate "new" weekday afternoon peak hour trips subject to the transportation impact fee.
6. If a Highway Occupancy Permit is required from PennDOT or Montgomery County for any modifications to the site frontage within the right-of-way along Evans Road (S.R. 2016) or Sumneytown Pike, the Township and our office must be copied on any plan submissions and correspondence and invited to any meetings.
7. In all subsequent submissions, the applicant's engineer must provide a response letter that describes how each specific review comment has been addressed, where each can be found in the plan sheets, or other materials.

We trust that this review letter responds to the Township's request and addresses our review of the materials related to the proposed development apparent to us at this time. If the Township has any questions, or requires further clarification, please contact me.

Sincerely,



Chad Dixon, AICP, PP
Senior Project Manager

BMJ/CED

cc: Jamie Worman, Assistant Township Manager
Patty Sexton-Furber, Building Codes Administrator
James Hersh, P.E., Gilmore & Associates, Inc.
Neil Stein, Esquire, Solicitor
Steve Ware, Zoning Officer
Tim Woodrow, P.E., Woodrow & Associates, Inc.

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**LOWER GWYNEDD TOWNSHIP
PLANNING COMMISSION
Minutes of February 15, 2023**

Present: Rich Valiga, Vice-Chair
Danielle Porreca
Joel Mayor
Maureen Nunn
Stephen Paccione
Rusty Beardsley

Patty Furber, B&Z Administrator
Ed Brown, Gilmore & Associates
Chad Dixson, McMahon & Assoc.

Absent: Craig Melograno, Chairman

Call to Order:

The meeting of the Lower Gwynedd Township Planning Commission was called to order at 7:00 PM.

Approval of Minutes: January 18, 2023

A motion was made by Ms. Porreca and seconded by Mr. Mayor to approve the minutes of the Lower Gwynedd Township Planning Commission meeting of January 18, 2023. The motion carried unanimously.

**1345 Sunneytown Pike
Building Addition
Gwynedd Mercy Academy High School**

#22-07LD

Present for the continuation of the applicant was Mr. Tim Woodrow from Woodrow & Associates, Ms. Christen Pionzio from HRMM&L, Ms. Shannon Abraham from KCBA Architects and Gwynedd Mercy Academy High School President, Ms. Denise Marbach.

Ms. Pionzio stated that during their last appearance in front of the board, she left with a list and wanted to inform the board of their progress. They consolidated the street improvements along Sunneytown Pike which consisted of the curbing along Sunneytown Pike & Evans Rd. which was submitted. Ms. Pionzio explained that their landscape architect went out to the site, calculated the required trees versus the existing street trees and found that they do comply with the required number and quantity, but

spacing was an issue. Ms. Pionzio stated that they submitted a landscaping chart with Mr. Woodrow's latest submission. Ms. Pionzio stated that she met with both the Fire Marshal, Mr. Al Comly and Mr. Dixon from McMahon & Associates.

Ms. Pionzio stated that during the site meeting, they decided that the construction entrance would be moved to avoid headlights shining into the adjacent neighboring houses. Ms. Pionzio stated that they have been in touch with one neighbor and that Ms. Marbach would be in touch with the rest of the neighbors on Evans Rd. Mr. Valiga wanted to know more about moving the construction entrance. Mr. Woodrow explained that during his walk with Mr. Dixon that they found it would be more appropriate to slide the construction entrance down due to sight distance issues and the impact on the adjacent neighbors. Mr. Woodrow stated that the placement of the revised entrance would utilize the existing softball field for the construction staging area, and parking for the contractors.

Ms. Pionzio wanted to discuss the environmentally friendly list that was submitted by KCBA's letter dated February 6, 2023. Ms. Pionzio went through the list that included all sustainable strategies that would be implemented with the new building addition. Ms. Pionzio stated that the school will be adding five EV charging stations and could possibly add fifteen more in the future (if the demand is needed). Ms. Nunn stated that the list was very well received by the members of the EAC (Environmental Advisory Council).

Ms. Pionzio stated that they met with Mr. Comly on January 24th and they came up with a sprinkler plan. Mr. Woodrow stated that the phasing plan would include a trunk line that would set up the rest of the building for future sprinklers. This work is to be completed by 2034. Mr. Woodrow stated that Mr. Comly felt comfortable with the proposed plan and that they are making good progress. Mr. Woodrow stated that Mr. Comly requested to extend the sidewalk to make sure there was a safe passageway for escape if needed. Mr. Mayor wanted to know how much of the building is sprinklered? Ms. Marbach stated around 20%, Mr. Woodrow stated once the addition is completed more than half the building would be sprinklered. Mr. Beardsley wanted to know why would this take so long to complete? Ms. Pionzio stated that this is all cost-driven, and funds need to be raised in order to do this in phases.

Mr. Woodrow explained to the board members that they had a site meeting with Mr. Dixon regarding sight distance. Mr. Woodrow explained about the existing drive off of Evans Rd., there was a concern regarding the sight distance from the driveway to the signal on Sumneytown Rd. Mr. Woodrow stated that to make sure this is a safe drive, McMahon went out and conducted sight distance measurements and found the sight distance sufficient for the driveway. Mr. Woodrow stated they discussed circulation patterns through the parking lots and EMS access and felt comfortable that everything is generally in order. Mr. Dixon stated that they did go out and the concern was if someone

was sitting at the drive looking to exit to the left, there was a slight change on the vertical grade. He stated they did measurements and it does meet PennDOT's minimum criteria for safe sight distance. Mr. Dixon stated that there are still a few outstanding issues with internal circulation, flows and signage, but felt comfortable that they would be able to work it out.

Mr. Valiga wanted to know about the trees. Mr. Woodrow stated that after the sight walk with their landscape architect, they feel comfortable that they can comply with everything in Gilmore's review letter. Mr. Valiga brought up the MCPC review letter that stated the health and quality of the existing trees, he wanted to know if anyone assessed the existing trees? Mr. Woodrow stated that they didn't see many dead or dying trees, but some of the parking lot trees should be replaced. Their landscape architect would work with Gilmore's office regarding what trees should be replaced and they would come up with a parking lot landscaping plan. Mr. Woodrow stated that they are not removing any trees and that even if they did take down a few, there would be plenty of area for replacement trees. Mr. Woodrow stated that the only requirement would be for the parking lot landscaping. Mr. Woodrow stated that this would be part of the revised plans. Mr. Valiga wanted to know more about native and non-native species. Mr. Woodrow stated there are not required to plant any major trees but will plant native species and the new plantings will be 75% native. Ms. Pionzio stated that there are 31 existing trees but are unaware if they are native. Mr. Valiga stated that he wanted to make sure that the trees that are removed are identified and that they are in compliance with the 75% minimum of native species. Mr. Brown stated that he would work with their landscape architect to make sure they are in compliance.

Ms. Nunn wanted to discuss sidewalks. Ms. Nunn explained that she drove out to the site, drove around and there are no sidewalks. She explained that she would like more walkability within the township and that there is no safe way to walk along Sunneytown Pike and Evans Rd. Ms. Nunn stated that it would be nice to have a connection to the Parsons Ln. trail and to see the connections continue. Ms. Pionzio stated there are no sidewalks for a purpose, due to safety concerns for the students. Ms. Pionzio stated that this is a private institution and they do not want to encourage people to walk on their property. Ms. Pionzio stated that there is a big difference between the university and high school, the university has more of an opportunity for the trail connections. Ms. Jamie Worman, Assistant Township Manager and Director of Building & Zoning, was in the audience and stated that the county also identified the same issue with pedestrian connectivity in their review letter. Ms. Worman stated that the township would like them to revisit this issue. Ms. Pionzio stated that she would explain the same security issue to the county. Mr. Paccione stated that he would rather see the funds be spent on sprinklers for the remainder of the building.

Mr. Valiga wanted to know more about the stormwater. Mr. Woodrow stated that the vast majority of all the stormwater runoff from the new building would be directed to the new basin that would be discharged through the channel that bisects the property. Mr. Woodrow stated that they had meetings with the county conservation district and that they will soon apply for an NPDES permit. Mr. Brown stated he had no issue with the waiver. Mr. Brown wanted to know about the manhole (D9) for the stormwater pipe if the location could be shifted from the outfield of the softball field. Mr. Woodrow replied that the manhole would be relocated.

A motion was made by Mr. Paccione and seconded by Mr. Beardsley to recommend this application for preliminary/final land development approval by the Board of Supervisors based on the following conditions listed below by Mr. Valiga:

- 1) The PC recommends approval of the following waivers regarding:
 - a. Not providing curbing, dedications, tree plantings and sidewalks along Sumneytown Pike and Evans Rd.;
 - b. Storm piping at a minimum of 18" and reinforced concrete material.
- 2) There should be a determination after an evaluation of the health of existing trees and replacement trees to ensure they comply with the 75% requirement of native species;
- 3) Applicant is to comply with the Gilmore review letter dated January 12, 2023, and McMahon's review letter dated January 12, 2023 (Ms. Pionzio stated that some of the comments would go away since they have met with Mr. Dixon and requested this condition be to the extent required by McMahon's next review letter);
- 4) Applicant to follow the recommendation letter from KCBA Architects dated February 6, 2023 and Fire Marshal, Al Comly's review letter dated February 13, 2023.

The motion passed with a 6-0 vote.



Lower Gwynedd Township:

1. Proposed Zoning Ordinance Amendment - Flag Lots:

There were no comments from the board members regarding the proposed ordinance.

A motion was made by Mr. Paccione and seconded by Mr. Beardsley to recommend the Proposed Zoning Ordinance Amendment - Flag Lots for final approval to the Board of Supervisors. The motion carried unanimously.

2. Proposed Ordinance SALDO Amendment – Tree Preservation, Maintenance & Replacement:

The board members found that Section 2 paragraph (j), specifically “any tree lost or destroyed within (5) years prior to the submission of a subdivision” was confusing and that it should be rewritten for more clarification.

A motion was made by Mr. Paccione and seconded by Mr. Beardsley to recommend Section 2; paragraph (j) be rewritten.

The motion passed with 6-0 vote.

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ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,
Patty Furber, Secretary



MEMORANDUM

ATTN: Board of Supervisors
DATE: Thursday, April 06, 2023
FROM: Jamie P. Worman, Assistant Township Manager
SUBJ: Wissahickon High School Turf Fields Land Development (#22-04)

Extension of certain requirements contained within Resolution 2022-29 Conditional Preliminary/Final Approval of the Wissahickon High School Turf Fields Land Development Application (#22-04)

The Wissahickon School District received preliminary/final approval of land development application #22-04, which is a plan to remove the existing baseball and softball athletic fields and replace them with synthetic turf fields. As per the approval resolution, the applicant has an obligation to pay all applicable fees and fund all escrows required under the Development Agreement within ninety (90) days of the date of the resolution. The applicant is requesting a sixty (60) day extension in order to finalize their financing for the project.

The recommended action is that the BOS grant a 60-day extension to the WSD to give them additional time to get their financing in order.

Memo

To: Board of Supervisors
From: Mimi Gleason, Interim Township Manager
Date: April 6, 2023
Re: LGT tax credits for fire/EMS volunteers

Act 172 of 2016 allows municipalities to offer a tax credit to active firefighter or EMS volunteers. The credits may be for either the annual real estate tax or earned income tax (EIT) owed to the Township, or both. The EIT credit is only applicable to residents and must be set at a fixed maximum amount (not to exceed the tax owed). The real estate tax credit may cover up to 100% of the township tax owed a volunteer who owns and occupies the residence.

The EIT credit is easier to administer than the real estate tax credit, and usually more lucrative to the volunteer in a municipality with a low millage rate like LGT. The list of approved volunteers is provided to Berkheimer and the volunteer includes the credit on their EIT return. The credit is then paid as a refund.

The Board would designate which companies are eligible for LGT tax credits. To qualify for the credit, volunteers must be certified by the eligible company to be “active”, meaning they meet the service criteria established by the Township, in consultation with the eligible companies. North Wales Borough worked with North Penn fire company to develop the attached criteria for active volunteers, which could serve as a model for LGT’s tax credit eligibility.

Some Wissahickon and North Penn volunteers already receive tax credits – if they live in municipalities with tax credits in place. Because of that, tax credits, as opposed to a stipend, seems like the fairest incentive for LGT to offer. If you offer a stipend, some firefighters – who are NOT LGT residents – would receive a tax credit from their home municipality in addition to LGT’s stipend.

Neighboring municipalities with tax credits include:

- North Wales Borough – for volunteers from North Penn and Volunteer Medical Corps of Lansdale: up to \$600 credit for EIT
- Upper Gwynedd Township – for volunteers from North Penn, Upper Gwynedd Fire Company, Volunteer Medical Corps of Lansdale: up to \$1,000 credit for EIT and 20% of real estate tax (which was the original cap on the real estate tax credit, later amended to allow up to 100% of the tax owed to be credited to the volunteer)
- Ambler Borough - None

My recommendation is to establish an EIT credit with a \$1,000 maximum and work with Wissahickon and North Penn to finalize the criteria volunteer firefighters must meet to be eligible.

More information about Act 172 tax credits is in the attached summary from the PA Department of Community and Economic Development. If the Board decides to proceed with consideration of an ordinance to enact volunteer tax credits, Act 172 requires that a legal notice must be advertised at least 30 days before the hearing.

OVERVIEW OF ACT 172
EARNED INCOME TAX CREDIT
FOR THE BOROUGH OF NORTH WALES

Act 172 of 2016 provides municipalities with the option to offer a real estate or earned income tax credit to active members of volunteer fire companies and nonprofit emergency medical service agencies through a volunteer service credit program. Active volunteers who meet the service credit criteria established by the municipality in consultation with the Fire Chief and the President of the Volunteer Fire Company or supervisor of the EMS agency would be eligible for the tax credit. Each municipality may choose whether to offer the earned income tax credit, the real estate tax credit, or both. In North Wales Borough has chosen to go with the 0.5 % earned income tax credit.

EARNED INCOME TAX CREDIT

The municipal earned income tax credit must be set at a flat amount. North Wales Borough has set the flat amount of six hundred dollars (\$600.00).

- If the volunteers' tax liability is less than the flat amount, their credit is limited to their total tax liability. The credit only applies to an earned income tax levied by North Wales Borough under the Local Tax Enabling Act of 0.5%.
- It does not apply to an earned income tax levied for open space purposes, local school district tax or to replace the occupational assessment tax.
- Only residents of North Wales Borough who are active volunteers meeting seventy five (75) activity points each year could apply for the tax credit. A nonresident option is not available.
- The active volunteers would apply for the credit when they file their earned income taxes during each year and will provide documentation from the North Wales Borough and the North Penn Volunteer Fire Company that they are entitled to the tax credit.

WHO WOULD QUALIFY FOR THE TAX CREDIT?

Active members of North Penn Volunteer Fire Company identified by North Wales Borough that meets service criteria of 75 activity points. Members who are volunteer emergency responders could qualify. The North Wales Borough will work with Volunteer Medical Corps of Lansdale and Ambler Ambulance set criteria or participation levels for the different classes of membership.

WHAT HAPPENS IF MANY OF OUR VOLUNTEERS LIVE OUTSIDE OF OUR MUNICIPALITY?

Since North Wales Borough can only offer the credits to volunteers who are residents, we recommend working with the neighboring municipalities such as Upper Gwynedd or Lower Gwynedd Townships that are also served by the North Wales Volunteer Fire Company or EMS agency to see if they would be willing to implement the program and consider using the same tax credit levels and requirements for all municipalities served.

ELIGIBILITY PERIOD

If implementing the tax credit, it may be set up so that the service is earned in 2019 and the credit would apply toward the 2020 earned income tax liability when filing tax forms in 2020. These timeframes could be adjusted for future years.

One of the newest benefits that the North Wales Borough Council passed last year to help volunteers was the opportunity to get a tax re-fund for being an active member of the North Penn Volunteer Fire Company. We worked with Borough Council to develop a guidance document outlining the Earned Income Tax Credit.

If you are a **resident of North Wales Borough** and **have eared or will earn 75 points** as an active firefighter, QRS or fire police at the end of 2019, you will be eligible to get up to \$600 in a refund on your Earned Income Tax.

Step One - By Thursday, November 28, 2019 - The Chief and I will need a head count on who will be eligible and who will be taking advantage of the refund. We are required to send to NWB a notarized list of volunteers that qualify for the tax credit by Saturday, November 30, 2019.

Step Two - Prior to submitting your 2019 local tax return to Berkheimer - you must fill out the Berkheimer Local Earned Income Tax – Volunteer Credit Certificate

Once complete, on or before the February General Monthly Meeting, the Chief and I will sign off on each Volunteer Credit Certificate

Step Three – Include the signed off Volunteer Credit Certificate with your local tax return to Berkheimer

Step Four – You should receive a tax refund check directly from Berkheimer

HOW WILL THE VOLUNTEERS EARN CREDIT?

The North Penn Volunteer Fire Company has a Length of Service Award Program (LOSAP) in place, North Wales Borough will be using the eligibility criteria for the LOSAP program for consistency.

- The North Penn Volunteer Fire Company LOSAP program requires an activity level of 75 points. This could include participation in emergency calls, meetings, training, certifications earned, work detail, time spent on standby, and holding an elected position on the Board of Trustees within the organization.

INJURED VOLUNTEER

If a member of the North Penn Volunteer Fire Company who is an emergency responder is injured during a response to an emergency response call and can no longer serve as an active volunteer because of the injury, he or she is entitled to receive the tax credit under Act 172. The injured volunteer must submit self-certification and an application with documentation from a licensed physician. An injured emergency responder may receive the credit for up to five consecutive tax years.

TRACKING SERVICE ACTIVITIES

The Fire Chief and the President of a volunteer fire company and the supervisor of a nonprofit emergency medical services agency are responsible for logging service records of active volunteers to document the activities of each qualified volunteer for credit and the calculation of total credits earned for each volunteer in their organization. These records are subject to periodic review by the Fire Commissioner, the Auditor General, and the municipality enacting the ordinance.

NOTARIZED LIST

The chief and supervisor must provide a notarized list of volunteers that qualify for the tax credit each year no later than 45 days before the tax notices are distributed. Note that tax notices are distributed between January 15 and March 1 of each year. In order to comply with the 45-day notice timeframe, the annual credit period may need to end as early as November 30.

APPLICATION PROCESS

An active volunteer who wants to take advantage of the credit must sign and submit an application for certification to their chief or supervisor, who will sign and attest that the active volunteer meets the qualifications of the program or can no longer serve due to an injury. The application is then forwarded to North Wales Borough for review.

REVIEW PROCESS

North Wales Borough will cross-reference the application with the notarized eligibility list. If the active volunteer is on the notarized list, they should be approved by the governing body at a public meeting and the municipality then issues a tax credit certificate to the active volunteer. North Wales Borough will maintain an official tax credit register of all active volunteers that were issued tax credit certificates for a particular year, and provides the list and any updates to the fire chief, EMS supervisor, and the tax officer for the tax collection district (Berkheimer).

APPEALS

North Wales Borough has a process for appealing a denial of an earned income tax credit. Appeals of the earned income tax credit denials should be made under the municipality's procedure in its Local Taxpayer Bill of Rights ordinance.

BERKHEIMER LOCAL EARNED INCOME TAX – VOLUNTEER CREDIT CERTIFICATE

Tax Year

APPLICATION FOR REFUND OF MUNICIPAL EARNED INCOME TAX FOR VOLUNTEER SERVICES PROVIDED TO EMERGENCY SERVICE ORGANIZATION(S)

A copy of this application for credit towards your Local Earned Income Tax (EIT) must be completed by the authorized representative for each organization you provided volunteer services to and have met **North Wales Borough, Montgomery County, PA** requirements to qualify for exemption in the above noted year. Once completed, the approved, signed copy of this certificate must be supplied with your Local Earned Income Tax Return for the above noted year. Credit will not be allowed without signature of the authorized representative.

Taxpayer's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Social Security #: _____

Phone #: _____

The above named taxpayer has met all of the service requirements in place to be eligible to receive credit for 0.5% of their total EIT paid up to the maximum \$600 established by North Wales Borough, Montgomery County, PA.

As the authorized representative of North Wales Borough, Montgomery County, PA. I hereby affirm their eligibility to receive credit for the tax year named above.

Authorized Representative #1 Name: _____ Title: _____

Authorized Representative #1 Signature: _____ Date: _____

Authorized Representative #2 Name: _____ Title: _____

Authorized Representative #2 Signature: _____ Date: _____

TAXPAYER INFORMATION

Once this application has been completed by the authorized representative, please complete the worksheet below and include original with your Local Earned Income Tax Return. Credit given may not exceed 0.5% of your total taxable wages paid for the year or the maximum credit allowed as specified by North Wales Borough, Montgomery County, PA. You should enter the smaller of the 2 figures below as credit on line 12, along with any other credit described for this line.

VOLUNTEER CREDIT WORKSHEET

EARNED INCOME: As shown on line 8 of your return..... (1) _____

Local tax .5% X _____

=(2) _____

Maximum Credit as noted on above..... (3) \$600.00 _____

CREDIT to be used against Local Tax on line 12 enter this amount

Or the amount on line 2 of worksheet, whichever is less..... (4) _____

VOLUNTEER FIREFIGHTER TAX CREDIT GUIDANCE

ACT 172-2016

March 2023



Shrewsbury, PA

GUIDANCE ON ACT 172-2016



The Pennsylvania Municipal League, the Pennsylvania State Association of Boroughs, the Pennsylvania State Association of Township Commissioners, and the Pennsylvania State Association of Township Supervisors prepared this guidance in consultation with the Pennsylvania State Fire Commissioner and the Department of Community and Economic Development.

Act 172 of 2016 provides municipalities with the option to offer a real estate or earned income tax credit to active members of volunteer fire companies and nonprofit emergency medical service agencies through a volunteer service credit program. Active volunteers who meet the service credit criteria established by the municipality in consultation with the fire chief or supervisor of the EMS agency would be eligible for the tax credit. Each municipality may choose whether to offer the earned income tax credit, the real estate tax credit, or both.



REAL ESTATE TAX CREDIT

The amount of the real estate tax credit authorized by ordinance is limited to 20 percent or by resolution may not exceed 100% (Act 91 of 2020) of the municipal real estate tax liability for residential real property owned and occupied as the domicile of an active volunteer.

- The real estate tax credit will work as follows: active volunteers would pay their municipal real estate tax bill and then file an application for the real estate tax credit with the municipality. If approved, the municipality would issue a check to the active volunteer as a real estate tax credit rebate. The municipality would need to approve the application if it was for residential real property owned and occupied by the applicant and they met the criteria required by the municipality to be considered an active volunteer for the prior year.
- The credit will not be printed on real estate tax bills.
- The municipality should verify with the county that an active volunteer is an owner-occupant of property within its jurisdiction by verifying that the property is registered for the Homestead Exemption. The tax bill that is submitted with the application may contain this documentation.

EARNED INCOME TAX CREDIT

The municipal earned income tax credit must be set at a flat amount.

- If the volunteers' tax liability is less than the flat amount, their credit is limited to their total tax liability.
- The credit only applies to an earned income tax levied by the municipality under the Local Tax Enabling Act.
- It does not apply to an earned income tax levied for open space purposes or to replace the occupational assessment tax.
- Only residents of the municipality who are active volunteers could apply for the tax credit. A nonresident option is not available.
- The active volunteers would apply for the credit when they file their earned income taxes for 2017 in 2018 and in later years and will provide documentation from the municipality that they are entitled to the tax credit.

ORDINANCE ADOPTION PROCESS

At least 30 days prior to adoption of the ordinance, the municipality must place a legal advertisement of its intent to adopt an ordinance implementing the tax credit and then must conduct at least one public hearing on the issue. Once adopted, the ordinance would need to be sent to the Office of the State Fire Commissioner, as well as the county law library.

WHO WOULD QUALIFY FOR THE TAX CREDIT?

A member of a volunteer fire company or a nonprofit emergency medical services agency identified by the municipality that meets service criteria established by the municipality in consultation with the VFC and EMS companies. Members who are volunteer emergency responders would qualify, as well as volunteers who are members, but serve in other roles, such as ladies auxiliary. The municipality should set criteria or participation levels for the different classes of membership.

WHAT HAPPENS IF MANY OF OUR VOLUNTEERS LIVE OUTSIDE OF OUR MUNICIPALITY?

Since each municipality can only offer the credits to volunteers who are residents, we recommend working with the neighboring municipalities that are also served by the same VFC or EMS agency to see if they would be willing to implement the program and consider using the same tax credit levels and requirements for all municipalities served.

ELIGIBILITY PERIOD

If implementing the tax credit, it may be set up so that the service is earned in 2017 and the credit would apply toward the 2018 real estate tax or the 2017 earned income tax liability when filing tax forms in 2018. These timeframes could be adjusted for future years.

HOW WILL THE VOLUNTEERS EARN CREDIT?

While the tax credit program must be established by ordinance, program criteria for earning the credit should be set by the municipality by resolution. Act 172 states that the municipality must consider the following activities when creating its tax credit program:

- the number of emergency calls to which a volunteer responds;
- the level of training and participation in formal training and drills for a volunteer;
- the total amount of time expended by a volunteer on administrative and other support services, including, but not limited to: fundraising, providing facility or equipment maintenance, financial bookkeeping; and
- the involvement in other events or projects that aid the financial viability, emergency response, or operational readiness of a volunteer fire company or a nonprofit emergency medical services agency.

Other considerations for earning credit:

- Municipalities should also consider the total number of years the volunteer has served.
- If the fire company has a Length of Service Award Program (LOSAP) in place, the municipality should consider using the criteria for that program for consistency and to limit recordkeeping for the fire chief.
 - For existing LOSAP programs, most require a participation level of 20 to 35 percent of activities for volunteer firefighters to qualify for the program benefits. This could include participation in emergency calls, meetings, training, certifications earned, work detail, time spent on standby, and holding an elected or appointed position within the organization.
 - Non-firefighter members are usually required to have a higher participation level, often at 30-35 percent participation. This could include meetings, fundraisers, administrative support, equipment maintenance, and holding an elected or appointed position within the organization.
- The municipality will determine the guidelines and criteria for participation in its program in consultation with the chief of a volunteer fire company and the supervisor of a nonprofit emergency medical services agency. The required criteria should be adopted by resolution and reference or include forms and applications necessary to implement the program.
- Social members should not be eligible for the tax credit.

INJURED VOLUNTEER

If a volunteer who is an emergency responder is injured during a response to an emergency response call and can no longer serve as an active volunteer because of the injury, he or she is entitled to receive the tax credit under Act 172. The injured volunteer must submit self-certification and an application with documentation from a licensed physician. An injured emergency responder may receive the credit for up to five consecutive tax years.

TRACKING SERVICE ACTIVITIES

The chief of a volunteer fire company and the supervisor of a nonprofit emergency medical services agency are responsible for logging service records of active volunteers to document the activities of each qualified volunteer for credit and the calculation of total credits earned for each volunteer in their organization. These records are subject to periodic review by the Fire Commissioner, the Auditor General, and the municipality enacting the ordinance.

NOTARIZED LIST

The chief and supervisor must provide a notarized list of volunteers that qualify for the tax credit each year no later than 45 days before the tax notices are distributed. Note that tax notices are distributed between January 15 and March 1 of each year. In order to comply with the 45-day notice timeframe, the annual credit period may need to end as early as November 30.

APPLICATION PROCESS

An active volunteer who wants to take advantage of the credit must sign and submit an application for certification to their chief or supervisor, who will sign and attest that the active volunteer meets the qualifications of the program or can no longer serve due to an injury. The application is then forwarded to the municipality for review.

REVIEW PROCESS

The municipality cross-references the application with the notarized eligibility list. If the active volunteer is on the notarized list, they should be approved by the governing body at a public meeting and the municipality then issues a tax credit certificate to the active volunteer. The municipality maintains an official tax credit register of all active volunteers that were issued tax credit certificates for a particular year, and provides the list and any updates to the fire chief, EMS supervisor, and the tax officer for the tax collection district (if applicable).

APPEALS

The municipality must provide a process for appealing a denial of an earned income tax credit and/or real property tax credit. Appeals of the earned income tax credit denials should be made under the municipality's procedure in its Local Taxpayer Bill of Rights ordinance. Appeals of real estate tax credit denials should be made under the Local Agency Law.

Please keep in mind that this guidance document is intended to be an informational resource only. DCED does not guarantee its legal effectiveness nor its appropriateness to any particular situation. DCED encourages township officials to review and discuss all proposed ordinances and resolutions with their solicitor.

**LOWER GWYNEDD TOWNSHIP
BOARD OF SUPERVISORS
MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA**

PROCLAMATION

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS, Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, the Board of Supervisors of Lower Gwynedd Township, Montgomery County, Pennsylvania, do hereby proclaim Friday, April 28th, 2023 as **ARBOR DAY** and the last Friday of April for all future years as **ARBOR DAY** in the Township of Lower Gwynedd, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, the Board of Supervisors urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

PROCLAIMED this 11th day of April, 2023

BY: _____
Danielle A. Duckett, Chair

ATTEST: _____
Mimi Gleason, Secretary



MEMORANDUM

Date: April 6, 2023
To: Mimi Gleason, Interim Township Manager
From: James J. Hersh, P.E., Gilmore & Associates, Inc.
cc: Thomas J. Figaniak, P.E. – Gilmore & Associates, Inc.
Fred Zoller, Township Public Works Director
Reference: Inflow & Infiltration (I/I) Evaluation of Sanitary Sewer
Clean, TV Inspection, and Repair Contract

In support of the Township's efforts to continue monitoring the sanitary sewer collection and conveyance system for infiltration and inflow, Gilmore & Associates has solicited a quote from Sewer Specialty Services for cleaning, inspection, and repairs. A tabulation of the scope and pricing are included as an attachment to this memo.

Sewer Specialty Services (SSS) has an active Costars contract and this work will be completed in accordance with the provided Costars pricing. Additionally, we have worked with SSS in the past and are confident in their ability to complete the work.

If pipe deficiencies are identified and need to be repaired, SSS has the capability to perform the work immediately after direction from G&A without the need to re-mobilize. Examples of typical maintenance work include grout pipe joints, grout lateral connections, cured in place pipe liners, and manhole sealing & grouting.

In conclusion, we respectfully ask the Board to authorize the Township Manager to execute a contract with Sewer Specialty Services Co. in an amount not to exceed **\$51,674.00** for the scope as defined above and within the attached.



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

Project:
2023 Sanitary Sewer Maintenance Project

Owner:
Lower Gwynedd Township
1130 N. Bethlehem Pike
Spring House, PA 19477

Date:
3/24/2023

Item No.	Description of Work	Quantity	Unit	Unit Price	Value
1	Mobilization, Setup and Demobilization	2	EA	2500.00	5000.00
2	8" - 14" Sanitary Sewer Clean and TV	4000	LF	1.75	7000.00
3	8" - 14" Hydraulic Cleaning Sanitary Sewer	1000	LF	1.50	1500.00
4	Joint Testing and Grouting Set-Up	2	EA	750.00	1500.00
5	8" - 14" Sanitary Sewer Joint Testing	200	JT	20.00	4000.00
6	8" - 14" Sanitary Sewer Joint Sealing	40	JT	22.00	880.00
7	Joint Sealing Grout	160	GAL	12.00	1920.00
8	Lateral Internal Televising (from Main)	4	EA	750.00	3000.00
9	Trim Protruding Lateral tap	1	EA	100.00	100.00
10	Lateral Wye Connection Grouting Setup	1	EA	750.00	750.00
11	Lateral Wye Connection Grouting	8	EA	270.00	2160.00
12	Lateral Wye Connection Grout	32	GAL	12.00	384.00
13	Lateral Root Removal and Cleaning (from Main)	3	EA	450.00	1350.00
14	Manhole Internal Grouting	1	EA	600.00	600.00
15	Manhole Grout	50	GAL	18.00	900.00
16	Manhole Chimney Sealing (Parson Epoxy)	1	EA	350.00	350.00
17a	Manhole Coating System - Concrete: Low to moderate corrosion (0' - 6' Deep)	1	EA	1620.00	1620.00
17b	Manhole Coating System -Concrete: Low to moderate corrosion(Additional Feet)	4	VF	270.00	1080.00
18	Cured In Place Pipe Repair (Fewer than 3 repairs in run)	2	EA	1550.00	3100.00
19	Cured In Place Pipe Repair (3 or more repairs in run)	6	EA	1300.00	7800.00
20	Cured In Place Pipe Repair (8" x 96")	1	EA	3100.00	3100.00
21	Traffic Control	1	Day	2000.00	2000.00
22	Emergency Sewer Blockage Clearing	4	HR	395.00	1580.00
TOTAL					51,674⁰⁰



MEMORANDUM

ATTN: Board of Supervisors
DATE: Tuesday, April 04, 2023
FROM: Jamie P. Worman, Assistant Township Manager *Jamie Worman*
SUBJ: Audio/Visual Caucus Room Video Conferencing Upgrades

In recent months, various township committees have been meeting in the Caucus Room as they prefer the smaller setting. Most of the meetings held in this room have a virtual component. The Caucus Room is not actually equipped to facilitate virtual meetings. Currently, a laptop is set up on the table and the computer camera is used along with a portable microphone to facilitate Zoom. This has created issues with people participating in the meetings remotely, as well as with staff preparing minutes from the recorded meetings after the fact.

Staff reached out to Delco Solutions, who installed the current system, and requested pricing on necessary upgrades to equip the room with video conferencing amenities. The attached proposal includes pricing to integrate a wall mounted PTZ camera with the existing projector, screen and control system. They will also install an HD conference room system with two hanging microphones. Lower Gwynedd will designate a laptop to this room along with a wireless keyboard and mouse for controlling the PC. The proposed project cost is \$7,400.00. This improvement was not included in the 2023 budget projects but there are available funds within the general fund budget that could be allocated to this improvement. Staff respectfully requests approval to move forward with the proposal provided by Delco Solutions.

Delco Solutions LLC
 865 Sussex Blvd
 Broomall, PA 19008 US
 8005822150
 sales@delco-solutions.com
 http://www.delco-solutions.com

Estimate 4999



ADDRESS Jamie Worman Lower Gwynedd Township 1130 N Bethlehem Pike Spring House, PA 19477 United States	DATE 02/21/2023	TOTAL \$7,400.00
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PRODUCT/SERVICE	QTY	RATE	AMOUNT
Project Name Adding Video Conference Option to Small Conference Room	1	0.00	0.00T
Scope Of Work Delco Solutions LLC will integrate with the existing projector, screen and control system currently installed in the small conference room. We will mount a PTZ camera to the side wall so it does not interfere with the projection screen.	1	0.00	0.00T
Vaddio ConferenceSHOT AV HD Conference Room System w/ Two hanging mics	1	3,200.00	3,200.00T
Vaddio USB 3.0 Active Optical Cable Type B to Type A 20M	1	600.00	600.00T
Notes This design DOES require that Lower Gwynedd provide a PC that will live in the room. This will also require a wireless keyboard and mouse for controlling that PC>	1	0.00	0.00T
Shipping & Handling Shipping & Handling	1	100.00	100.00T
Programming Onsite programming	1	1,600.00	1,600.00T
Installation Installation Services	1	1,900.00	1,900.00T
		SUBTOTAL	7,400.00
		TAX (0)	0.00
		TOTAL	\$7,400.00

THANK YOU.

If approved we will send via DocuSign for a signature.
 50% Deposit required upon approval.
 Estimates are good for 14 days.

Accepted By

Accepted Date

If approved we will send via DocuSign for a signature.
50% Deposit required upon approval.
Estimates are good for 14 days.

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
WEDNESDAY, MARCH 22, 2023**

SUPERVISORS:

Danielle A. Duckett, Chairman
Michael Twersky, Vice Chair
Janine Martin
Kathleen Hunsicker - absent
Tessie McNeely

STAFF:

Mimi Gleason, Interim Township Manager
Jamie Worman, Assistant Township Manager
Michelle Farzetta, Administrative Assistant
Neil Stein, Esq., Solicitor
Fred Zollers, Director Public Works
Paul Kenny, Police Chief
Jim Hersh, Township Engineer, Gilmore
Chad Dixson, Traffic Engineer, McMahan a Bowman Company

Call to Order and Pledge of Allegiance

The Chair called the hybrid meeting to order at 7:03 p.m. at the Lower Gwynedd Township Building and virtually on Zoom and led those in attendance in the pledge of allegiance.

ANNOUNCEMENTS AND PRESENTATIONS

The Board of Supervisors met in executive session prior to tonight's meeting to discuss matters of personnel, real estate and litigation.

PUBLIC COMMENTS

There was no public comment.

BUILDING AND ZONING

Authorization to advertise an amendment to the Zoning Ordinance removing permit requirements for campaign signs

This ordinance will amend the zoning ordinance as it relates to campaign signs. Ms. Duckett made a motion, seconded by Mr. Twersky to authorize advertisement of this ordinance. Motion passed 4-0

GENERAL BUSINESS

Discussion about recommendations in the Houston Creek Flood Study

Mr. Hersh, Township Engineer, gave a detailed presentation and update regarding the Houston Creek Flood Study. For this study Gilmore looked at the current existing drainage systems and analyzed the capacity to handle flow from the dam on Wissahickon School District's property to the SEPTA Culvert beyond Ambler Yards. There are some choke points along the way that are contributing to the flooding issues. These points were identified and discussed. At the Spring Garden culvert there is sediment and debris collecting in the pipes. This is owned by PennDOT and increased routine maintenance should be addressed. Regarding the

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dam on the school district property, it is regulated and maintained, however it is not big enough. Gilmore offered a number of recommendations that could be grouped together or implemented separately to reduce the flooding issues. Mr. Hersh stressed that even if every recommendation was implemented, there would still only be about a 66% reduction in flow. Mr. Hersh is going to put together pricing for each recommendation.

Award bid for construction of Spring House Phase 2 Roadway Improvement Project to James D. Morrissey, Inc. in the amount of \$2,456,568.18

Mr. Dixon stated that bids for the Springhouse Phase 2 project have been received and the low bid was James D. Morrissey, Inc for \$2,456,568.18. A preconstruction meeting is scheduled for April 11th. He will work with staff to notify residents and to post information on the township website. Ms. Duckett made a motion, seconded by Ms. McNeely to award the Spring House Phase 2 project to James D. Morrissey. Motion passed 4-0.

Consideration of extension of option deadline for Wells Fargo lease

Wells Fargo has asked for an extension to exercise their lease option or renegotiate the lease from April 30, 2023 to May 31, 2023. More time is needed for them to work through their internal review process. Ms. Duckett made a motion, seconded by Ms. McNeely to grant the extension. Motion passed 4-0.

Consideration of extension of two-year option for trash & recycling hauler's contract

Our trash contract with Republic Services expires on October 31, 2023. Under the current contract there is a two-year extension provision. The extension option must be initiated six months prior to the expiration. Staff has reached out to other single hauler municipalities through the Montgomery County Consortium and found that there has been an increase of almost 50% in the cost of their trash contracts. Ms. Worman and Ms. Gleason have met with a representative from Republic to discuss extending the current contract. Republic is interested in continuing to serve Lower Gwynedd at the same rate increase of 3% annually consistent with the existing contract. Ms. Duckett made a motion, seconded by Mr. Twersky to extend the contract with Republic for two years. Motion passed 4-0.

Resolution #2023-10 Disposition of Records

Resolution No. 2023 - 10: Disposition of Records coincides with E-Cycle Shredding Day scheduled for April 1st. The records will be disposed of according to the schedules and procedures set forth in the Municipal Records Manual approved on December 16, 2008 and as amended March 28, 2019. Ms. Duckett made a motion, seconded by Ms. Martin to adopt this Resolution. The motion passed 4 - 0.

Approval of invoice history - February 2023

The BOS received the invoice history for February 2023 totaling \$309,141.88. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. McNeely to approve the invoice history. Motion passed 4-0.

Receipt of financials YTD and balance sheet - February 2023

The supervisors received the Year-to-Date Financials for February 2023. There were no questions or comments for the BOS.

Approval of minutes - March 8, 2023

The BOS reviewed the minutes from the March 8, 2023 meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Martin to approve the minutes. Motion passed 4-0.

COMMITTEE REPORTS

Historic Committee spent a large part of meeting discussing historical markers. They also discussed historic properties within the township, such as the Owen Roberts property. The committee is going to focus on the McCormick House/Gwynedd School so they can give a recommendation to the Parks and Recreation Committee for Ingersoll Park, as the structure is on that property.

Parks and Recreation reviewed the master plan for Ingersoll, Oxford and Pen-Ambler Park. The subcommittees had meetings with other affected parties impacted by the master plan. The Easter Egg Hunt will be held at Penllyn Woods on April 1st.

Ms. Worman gave an update regarding the Tree City application. She received notification that we have been approved.

STAFF UPDATES

- **Gypsy Hill Road pedestrian safety** – Mr. Dixon gave an update regarding the concern for pedestrian safety on Gypsy Hill Road. The existing conditions were reviewed and speed data was collected by the police. All signage and pavement markings are consistent with what one would typically see. Adding pedestrian areas would be difficult on that road. Mr. Dixon is recommending we submit a request to PennDOT to complete a safety review for any enhancements to control speed. The issue can also be addressed in the Comprehensive Plan that is currently being worked on with the Montgomery County Planning Commission. When asked about a timeframe, Mr. Dixon said to be patient, it could be a few months for PennDOT to complete.
- **McKean Road pedestrian improvements** – Mr. Dixon stated that the necessary easements have been received and signed. Construction will start the first week of April and should be done by Memorial Day weekend. He will work with staff getting updates out to residents via the website.
- **MontCo 2040 grant extension requests** – Ms. Worman stated that she has submitted a request for an extension on the grant for the Dager Road pedestrian crossing as it currently expires on June 30, 2023. She also asked for an extension on the grant for the pedestrian improvements along Bethlehem Pike. We already received an extension due to Covid. We have not received any word yet on the extensions. They will get in touch with us soon with a response.
- **Ingersoll Park field reconstruction timeline** – Mr. Hersh met with the contractors for the Little League fields. They have decided to delay the work until the summer when Little League season is over. It is too much work to get done in a short period of time. The Little League understands and will get the fields ready for the season as they typically would.
- **Grants for Old Bethlehem Pike bridge and Gwynedd Friends bus shelter and walkway** – Ms. Gleason stated that we have received the grants for both projects and total amount of funds requested. We are still waiting on a grant amount for the PCP grant.

SUPERVISORS COMMENTS

There were no comments from Ms. McNeely, Ms. Martin or Mr. Twersky. Ms. Duckett thanked staff and ECON for their hard work completing the grants we received. She also thanked Representative Hanbidge and Senator Collett for their advocacy in receiving them.

Board of Supervisors Minutes

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Adjournment

Ms. Duckett made a motion to adjourn at 8:39 p.m. Motion was seconded by Mr. Twersky. Motion passed 4-0.

Respectfully submitted,

Michelle Farzetta

Administrative Assistant