



Upper Uwchlan Township  
**Joint Boards & Commissions Workshop**

April 12, 2016

4:00 p.m.

Minutes

Approved

In attendance:

Guy Donatelli, Chair  
Kevin Kerr, Vice-Chair

Cary Vargo, Township Manager  
Gwen Jonik, Township Secretary  
John DeMarco, Police Chief  
Mike Heckman, Director of Public Works

Matt Brown, Authority Administrator  
Sally Winterton, Vice-Chair – Planning Commission  
Mary Lou Farrow, Chair – Historic Commission  
Scott Nicely, Vice-Chair – Emergency Management  
Planning Commission

Guy Donatelli called the Workshop to order at 4:00 p.m. and announced Jamie Goncharoff's regrets that he couldn't attend this afternoon.

Chief DeMarco announced that the Police Department has been working over the past several years to attain the State's Accreditation approval. The Department was recently assessed and will officially be accredited this summer. Accreditation sends a strong message that the organization wants to be the best it can be for the community by providing customer-based service, having policies and procedures in place that enhance the Police response to needs in the community and reduce the risks to the community.

Act 209 Transportation Impact Fee – Presentation

Chris Williams and Natasha Manbeck of McMahon Associates were in attendance to review the recent efforts of the Transportation Impact Fee Advisory Committee to update the Township's Act 209 Transportation Capital Improvement Plan and Traffic Impact Fee Ordinance, as is required periodically. Ms. Manbeck provided a summary of the activities which have taken place over the past year beginning with updating the Township's Land Use Assumption Report (LUAR) which discusses where we are now and plans for estimated new development/re-development over the next 10 years. A Roadway Sufficiency Analysis (RSA) was completed, which again discusses existing and future traffic conditions, including pass-through traffic (outside factors) and development (traffic generated within the Township) and identifies intersections that are deficient in traffic service levels. The Transportation Study Area (TSA) was reviewed and revised to expand the area(s) that would be impacted by future development and would need to be modified or improved to provide an improved level of service. The Transportation Capital Improvement Plan (TCIP) was reviewed and updated with the increased study area, providing the increased level of service, and assign present day costs to accomplish the roadway improvements.

This updated Transportation Capital Improvement Plan totals \$14.3M in improvement, with Developers' costs estimated at \$9.6M. Pass-through traffic does account for some of the desired improvements but they are not funded at this time, such as 4 lanes for Route 100. All of the above mentioned studies and analysis have resulted in a recommendation by the TIFAC to increase the Traffic Impact Fee (which is charged to the Developer for every new afternoon peak trip) from the current \$1,628.00/trip, which was adopted in 2002-2003 to \$2,334.00/trip for all new development (plans not yet filed or approved).

### Township Manager's Report

Cary Vargo highlighted the following projects:

Fetters Property/McKee Group – Active Adult Community concept. Discussions continued regarding public sewer capacity and EDU values. EDU value of 165 gpd (standard is 225 gpd) is recommended by Township consultant. McKee may move forward with a plan in the near future.

Sunoco Mariner II project – Sunoco held a public meeting late March. The timeline to begin construction is pushed back until late spring or over the summer, starting with tree clearing. Cary Vargo doesn't think they've gotten all their approvals and permits at this time.

Mr. Vargo has met with West Vincent Township officials regarding coordinating efforts to accomplish trail connections along Fellowship Road to Route 401 to St. Matthews Church and West Vincent's Township Park. These efforts would help connect our trail at the Vineyard Church on Route 401 and potentially our trails behind Byers Station.

Little Conestoga Road milling and paving and trail reconstruction is due to begin April 18, for a period of 2 weeks. Flaggers will keep one lane open at all times.

Darrell Drive is coming along nicely. The Contractor (Jurich) is doing a nice job and we'll be close to completion prior to the expiration of our NPDES permit. Restricting left turns from Darrell Drive onto northbound Route 100 may be necessary.

The Upland Farm trail is in place, new security lighting has been installed on the barn, 14 large oak trees are ready for planting, park benches will be ordered, and fencing the 4 drip fields is currently underway.

Code review – Consultant Bob Woodard met with Al Gaspari and Cary Vargo. He is reviewing our fire/life safety codes and will provide recommendations for the next work session.

Process review – an update/recommendation from Consultant Keith Bergman is forthcoming.

Downingtown Schools – Cary Vargo met with Downingtown School District officials to review upcoming growth projections in Upper Uwchlan for their facilities/transportation consideration.

### Public Works APWA Accreditation Report

Cary Vargo advised we've begun activities toward Public Works Department accreditation, including implementing a software program for non-uniformed employees to review policies and receive training, Administrative Staff included. Training reports can be quickly compiled. The Police Department will begin using this software program as well. A Locator was purchased, whereby you can drop softball-sized "balls" to mark infrastructure, especially sewer lines, and they'll show up with this Locator for many years to come. The balls are color-coded, according to the type of infrastructure.

### Emergency Management Planning Commission (EMPC)

Scott Nicely, Vice-Chair, welcomed Cathy Tomlinson back to the EMPC. The Commission is reviewing and updating the Township's Emergency Management Plan. Training has been suggested regarding business continuity plans -- how businesses in the township could continue their operations, or temporarily relocate, if there was an emergency in the township.

### Historic Commission (HC)

MaryLou Farrow, Chair, advised the HC has been working with the Planning Commission regarding the Village design guidelines. Cary Vargo inquired of the HC's review of the draft Historic Structure Adaptive Reuse Ordinance. Ms. Farrow advised they'll work to customize the ordinance, comparing it with historic buildings in the Township that might be eligible for these regulations.

### Municipal Authority (Authority)

Matt Brown, Authority Administrator, provided an update of the Route 100 WWTF Phase II expansion, noting the construction of the Plant had been complete, and substantially complete for the residential portion of the expansion. This should be done by mid-April. The infrastructure in Eagle Manor is ready and Windsor Place and Heather Hill should be done this week; then we can start connecting the homes. The Contractor will mill and pave Little Conestoga Road. We're

negotiating with the Contractor to pave curb to curb in Heather Hill too. Tap-In fees - 98 fees paid to date. The utilities didn't do a great job marking their lines during this project, which caused some delays.

Mr. Brown is reviewing information from Toll Brothers regarding the treatment and disposal capacities used in Phase I and Phase II and what remains available. He's meeting with Toll April 15 for further discussion regarding the Township's purchase of treatment and disposal capacity as included in the Settlement Agreement from the lawsuit.

#### Park & Recreation Board (P&R)

Cary Vargo reported that Public Works is paving parking lots at both Hickory Park and Fellowship Fields, the Fellowship Fields field house is coming along, with some minor tasks before a Use & Occupancy Certificate can be approved; plans will be prepared for a storage and press box for Hickory Park Field 2; Guy Donatelli asked of the future of the Park & Recreation Board. Cary Vargo suggested the P&R be redefined and reestablished in the future.

#### Planning Commission (PC)

Sally Winterton, Vice-Chair, reported the PC is working with the Historic Commission/Village Concept Committee regarding the Village concept and designs. It is thought that some ordinances need to be revamped to more appropriately address new development, redevelopment, and architectural design. Derald Hay recently resigned from the Commission, relocating for work.

#### Technology Advisory Board (TAB)

Cary Vargo advised that he and TAB Chair Peter Drinkwater are researching new office phone systems, with the hope of going to the cloud for continuity of operations; the selection of a new IT provider is close at hand.

#### Zoning Hearing Board (ZHB)

Cary Vargo reported there are no Applications at this time, however there residents are questioning the solar energy sections of the alternate energy regulations, namely placing solar panels on the front of roof.

#### Open Session

Ray Erfle, Churchill Road, suggested expanding the meeting Agendas on-line by including a more detailed description and/or linking all documents that were prepared for the meeting. Mr. Donatelli commented we'll investigate the process with Townships who do that.

Steve and Joanne McNaughton commented that the meeting agendas are posted too close to the meeting.

Sally Winterton questioned whether or not the Township is required to offer handouts to the public at the meetings or if the documents are available electronically, they can be viewed on personal devices at the meeting or they can print out what's of interest to them.

#### Adjournment

There being no further business to be brought before the Board, Guy Donatelli adjourned the Workshop at 5:17 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary