



Upper Uwchlan Township
Board of Supervisors Workshop

May 10, 2016

4:00 p.m.

Minutes

Approved

In attendance:

Guy Donatelli, Chair

Kevin Kerr, Vice-Chair

Jamie Goncharoff, Member

Cary Vargo, Township Manager

Al Gaspari, Codes Administrator

John DeMarco, Police Chief

Jill Bukata, Township Treasurer

Gwen Jonik, Township Secretary

Guy Donatelli called the Workshop to order at 4:00 p.m.

Windsor Baptist Church

Jim Depp, Project Manager, and Pastor Paul Chaya introduced a building renovation project on Church property, for Windsor Christian Academy's educational purposes (K-8th Grade). The project is to gut the structure located at 260 Park Road and convert it to 4 large classrooms, including several restrooms. A rough sketch/floor plan was presented. The building needs to be ADA accessible and it appears it could accommodate @ 24 students per classroom. An educational use in the C-1 Village Commercial District requires conditional use approval by the Board of Supervisors. The School would like to use these classrooms beginning this Fall.

Township Staff advised that the Conditional Use Application should be accompanied by a site survey, and they should be able to provide details regarding additional parking (if applicable), traffic access and flow, trash handling, hours of operation, emergency service, playground location, lighting, bells, public sewer connection, be compliant with building codes and educational facility codes, etc.

The project will be presented to the Township Planning Commission at their June 9 meeting and a Public Hearing may be scheduled for late June or July.

Keeping of Chickens in Residential Areas

Cary Vargo remarked that the Office has received several complaints recently regarding the increasing occurrence of residents raising/keeping chickens. The current Township ordinances don't address this matter. Resident Karen Wenner was in attendance and commented that she and her family have begun raising chickens as they weren't aware they shouldn't, they would like to continue to do so, and their chickens aren't of the number that they'd be considered a farm or agricultural use. The Supervisors had discussed this topic a year or so ago and didn't take legislative action at that time. She asks that the ordinances be amended to allow for the keeping of chickens. The Supervisors would like to discuss this further following research of other Townships' regulations regarding chickens.

The Township Manager's Report will be discussed at the end of the agenda.

Public Works APWA Accreditation Report

Cary Vargo reported that several public works-related Policies have been adopted over the past month, including Public Works Safety Policy; Public Works Bid Process; Wastewater Collection and Conveyance Facility Maintenance, Inspection & Repair; Departmental Organizational Chart. It is recommended that the Department develop a strategic plan. Going through that process

would identify departmental strengths, weaknesses, opportunities, goals, objectives etc. for the next 5 years or so. Cary Vargo presented a proposal by David Woglom of Lafayette College's Meyner Center for the Study of State and Local Government to assist in the preparation of a strategic plan for the Department. The cost, not to exceed \$3000, would be covered by the Accreditation budget. The Board was agreeable to accepting the proposal not to exceed \$3000.

Accounting Policy/Procedure Manual

Cary Vargo advised that the Finance Department is proposing updates to the Cash Receipts and the Utility Billings Receipt and Collection Policies. The Utility Billings Receipt and Collections Policy update is important for the Board to discuss and approve because the Township's receivables remain higher than they should and the amendments would allow the Township to move forward with liens and/or writs for Sheriff's Sale.

Jill Bukata and Cary Vargo advised that delinquent sewer accounts are approximately \$100,000. Outstanding trash/recycling accounts are also @ \$100,000. We always offer to work with residents to establish payment plans but in the event they don't work out, the updated Policy would shorten the time between the various collection notices and the timeframe to go to Sheriff's Sale. We haven't done that previously, and don't want to, but this process tends to move payments along before Sheriff's Sale would be necessary. Having this amount of delinquent receivables isn't fair to all the residents who always pay on time.

The Board was agreeable to the Policy with the condition that before going to Sheriff's Sale, we would make sure to research each case/situation.

Township Manager's Report

Cary Vargo highlighted the following projects/activities:

Matt Brown is researching the Township's purchase of excess treatment and disposal capacity from the Phase II expansion, which may total 115,000 gallons per day;

Kevin Kerr asked for clarification regarding wastewater treatment and disposal capacity for the McKee/Fetters concept plan. Cary Vargo confirmed it would be in Phase III of the Route 100 WWTF;

Sunoco Pipeline Mariner II/III – there is no news regarding the construction of this project.

Noise Ordinance amendments – the County Planning Commission had a few comments and the Township Planning Commission suggested reducing the allowable decibel levels, which will be revisited in the future;

An Operation and Management Agreement between the Township and Municipal Authority is under review. Kevin Kerr commented/clarified that the Township has ownership of the wastewater treatment system and future purchases of excess capacity, the Township can terminate the Agreement, the Authority providing monthly financial reports should be added, and the Township determines which financial institution shall be the Depository of sewer service receipts. Guy Donatelli and Jamie Goncharoff agreed with those revisions to the Agreement;

The Township has received notice that Carmine's has proposed transferring of a liquor license from an East Whiteland venue to Upper Uwchlan. Cary Vargo will seek the Township Solicitor's guidance for this process;

The construction of Darrell Drive is proceeding nicely and weather permitting, could be complete in 4-6 weeks.

Open Session

Ray Erfle requested that the Supervisors' meeting agendas be expanded on-line, to include copies of the documents that will be discussed by the Board. Kevin Kerr advised that we are researching how other Townships are doing this successfully.

Cathy Tomlinson inquired when the Upland Farm barn renovation project would move forward. Guy Donatelli advised that we're getting the infrastructure in place but there's no funding for the renovation of the building at this time.

Adjournment

There being no further business to be brought before the Board, Guy Donatelli adjourned the Workshop at 5:35 p.m.

Respectfully submitted,

Gwen A. Jonik
Township Secretary