



**Auditor’s Presentation: LGT Basic Financial Statements December 31, 2016**

Mr. Steven N. Kutsuflakis, Barbacane, Thornton & Company LLP, gave a summary of financial results as of and for the year ended December 31, 2016. He stated the DCED Report was filed with the State on March 23, 2017.

He explained the four-part risk-based audit approach as follows:

- Inquiry and documentation of controls and procedures
- Testing of design and implementation of controls
- Analytical review of activities and balances
- Substantive testing of key activities.

Mr. Kutsuflakis stated the Township will need to comply with a new GASB statement in two years. Mr. Grey asked if there were any findings or concerns. Mr. Kutsuflakis answered no.

Mr. Kutsuflakis stated Mr. Weisner did a great job. The Chairman thanked Mr. Weisner for stepping into the Finance Director position.

**PUBLIC COMMENTS**

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

Hillary Goodman, Born to Run, stated she is on the Lower Gwynedd Business Association’s Beautification Committee and they would like the Township to finalize the Sign Ordinance which would enhance Bethlehem Pike. Mr. Brandt thanked her and stated that’s a challenge. Ms. Hunsicker stated there are legal issues and 1<sup>st</sup> Amendment issues involved. She stated we plan to pass an ordinance and get as specific as we can with design specifications and incentives. Ms. Goodman said the signage is haphazard now but that would be a good first step. Mr. Savona stated regulating signs is tough and is strongly litigated. He stated a standardized template needs to be created which is acceptable to the Township.

There were no other comments.

**BUILDING AND ZONING**

**Conditional Use Hearing: Township Electronic Sign**

Mr. Savona opened the public hearing for the Board to consider approval of a Conditional Use Application for an Electronic Sign on the Township property located at 1130 N. Bethlehem Pike, Lower Gwynedd. He stated the applicant is Lower Gwynedd Township with a zoning classification of Municipal District with an area of 4.6 acres. Mr. Savona stated the proposed improvement is the addition of an electronic message board to the existing Township monument sign. Mr. Amey stated the original sign is thirty years old and needs to be replaced. He stated the message panel will display public safety interest. Mr. Amey stated the Township Electronic Sign was approved by the Planning Commission. Mr. Savona noted the Conditional Use Application will be marked Exhibit A-1 and the two renderings of the electronic sign will be marked Exhibit A-2. He asked the Board for comments and

questions. Ms. Hunsicker questioned if the wording was in the Township's branded font. Both Mr. Paccione and Dr. Booth asked for revisions to the current electronic sign rendering. Mr. Brandt is in favor of updating the Township sign. He questioned the other Township sign on Bethlehem and Penllyn Pikes which has more traffic in comparison to the sign at the Municipal Building. Mr. Brandt asked for something to be done at those signs. Mr. Grey questioned if traffic from both the North and South directions will be able to read the electronic sign. Mr. McAnally stated yes. Mr. Savona asked for comments from the public. There were none. Mr. Savona closed the public hearing. Ms. Hunsicker made a motion, seconded by Mr. Grey to approve the Conditional Use Application Section 1298.14 allowing modification of zoning regulations for Municipal Use subject to final approval of the rendering of the Electronic Sign. The motion carried 5 - 0.

**Public Hearing: Ordinance No. 511: Vacate Brookside Avenue**

Mr. Savona opened a Public Hearing on an Ordinance vacating a portion of Brookside Avenue situate in Lower Gwynedd Township, Montgomery County, PA. He stated the applicant, 300 Brookside Commercial LLC, have a right to proceed and have reached an agreement. Mr. Savona stated the Proposed Vacated Area has no useful purpose to the Township and that it is in the best interest of the general public to vacate the Proposed Vacated Area. He asked the Board if they had any questions. There were none. Mr. Savona closed the hearing. Mr. Grey made a motion, seconded by Mr. Brandt to adopt Ordinance No. 511: Vacate Brookside Avenue. The motion carried 5 - 0.

**Resolution 2017-19: Approval of Agreement for Vacation of a Portion of Brookside Avenue**

Mr. Savona stated 300 Brookside Commercial LLC filed an application to vacate a portion of Brookside Avenue which is located on the property of Ambler Yards Campus. He stated both Lower Gwynedd Township and 300 Brookside Commercial LLC wish to vacate the proposed vacated area by this agreement. Mr. Grey made a motion, seconded by Mr. Brandt to adopt Resolution No. 2017-19: Approval of Agreement for Vacation of a Portion of Brookside Avenue. The motion carried 5 - 0.

**OTHER BUSINESS**

**Sale of 901 Sumneytown Pike**

Mr. McAnally stated only one bid was received at the authorized advertised bid opening on June 14, 2017. He stated the bidder was SHVSC, LLC in the amount of \$350,000 for the land at 901 Sumneytown Pike. Mr. Paccione stated the property at the corner of Bethlehem and Sumneytown Pikes (901 Sumneytown Pike) is being sold to SHVSC, LLC for the new shopping center. Dan Steinman, Norristown Road, asked if that is the old gas station. Mr. Grey replied it is the old Exxon station. Mr. Grey made a motion, seconded by Mr. Brandt to accept the bid from SHVSC, LLC in the amount of \$350,000 for 901 Sumneytown Pike. The motion carried 5 - 0.

**Traisr Building and Permit Software**

Mr. McAnally stated the current permit system, MAGNET, is no longer supported or updated by the vendor. He stated McMahan made a presentation on May 23, 2017 on their software package named "TRAISR" which provides local governments custom packages to assist in their Building and Codes Departments. Mr. McAnally stated Township staff has attended several presentations from McMahan on this program and recommend the TRAISR Building and Permit Software. He stated set-up and training

with three custom reports, hosting, support, maintenance and updates, land central, permit central, inspection central, citizen central and initial conversion will total approximately \$30,050 - \$35,050 for the first year. Mr. Grey stated an upgrade to the TRAISR Software is absolutely necessary and the Township needs to proceed with the contract. Dr. Booth made a motion, seconded by Ms. Hunsicker to approve the upgrade to TRAISR Software by McMahon Associates. The motion carried 5 - 0.

### **Mechanical Lift Proposal**

Mr. DeStefano stated the Public Works Department currently struggles with the current automobile lift. Mr. Paccione asked how soon the new lift will be installed. Mr. DeStefano stated the end of July. Mr. DeStefano stated the new automotive lift will have the capability of safely lifting all township owned vehicles with exception of the larger public works vehicles that are in excess of 12,000 lbs. He asked to move forward with the purchase of the Rotary Lift in the amount of \$16,190.12. Mr. DeStefano stated once the new lift is delivered and installed the Public Works Department requests permission to advertise and sell the old lift on Municibid. Mr. Brandt asked Mr. DeStefano to work with the Manager and Assistant Manager to come up with another site to handle the trucks. Dr. Booth made a motion, seconded by Mr. Grey to approve the purchase of the Rotary Lift on GSA Contract in the amount of \$16,190.12 and advertise and sell the old lift on Municibid. The motion carried 5 - 0.

### **UPS for Traffic Signals (Penllyn and Bethlehem Pike)**

Mr. DeStefano stated during the pre-construction meeting for the upgrades to the traffic signals that are part of the Spring House Shopping Center land development and the ARLE Grant it was noted the above intersection did not have battery backup to keep it operational in the event of a power outage. He stated the estimate to have the battery backup installed is \$9,934.00. Ms. Hunsicker made a motion, seconded by Mr. Grey to approve the battery backup for the Traffic Signals at the intersections of Penllyn and Bethlehem Pike. The motion carried 5 - 0.

### **Dager Property First Amendment to Agreement of Sale**

Mr. Savona stated the Sellers of the Dager Property need additional time to clean up the title and have extended the closing date to July 28, 2017. Mr. Grey made a motion, seconded by Ms. Hunsicker to approve the Dager Property First Amendment to Agreement of Sale. The motion carried 5 - 0.

### **Demolition of Dager Property**

Mr. McAnally stated after settlement of the Dager Property, the Public Works Department will begin the environmental assessment of the Dager Property and solicit estimates for the demolition of the property. Mr. Brandt made a motion, seconded by Dr. Booth to authorize the environmental assessment of the Dager Property and solicit estimates for the demolition of the Dager Property. The motion carried 5 - 0.

### **Demolition of Abandon Pump Station (Gwynedd Mercy)**

Mr. McAnally stated he will reach out to Gwynedd Mercy and if they are not interested, the Township will proceed with an environmental assessment; and solicit estimates for the demolition of the property with Board approval. Dr. Booth made a motion, seconded by Mr. Brandt to approve the environmental assessment, and solicit estimates for the demolition of 812 Norristown Road Sanitary Pump Station. The motion carried 5 - 0.

**Acceptance of Forest Manor Pump Station Bids**

Mr. DeStefano stated the 2017 capital budget allocated \$850,000 for the upgrading of the Forrest Manor Pump Station. He stated the bids were opened on May 18, 2017 with the lowest electrical and mechanical bids coming in at a total combined cost of \$952,800. Mr. DeStefano stated BCM Engineering reached out to both contractors to see what value engineering could be done to bring the project closer to the budgeted amount. He stated BCM reviewed the project with Almeida & Hudak Contractors, LLC Upgrade Contract No. 43 Structural Mechanical Work in the amount of \$748,000 with a potential cost savings of \$75,000 to \$97,000 available through deduct change orders. Mr. DeStefano stated BCM reviewed the project with PSI Pumping Solutions, Inc. Contract No. 44 Electrical Work in the amount of \$204,800 with a potential cost savings of \$18,000 to \$30,000 available through deduct change orders. Mr. Grey made a motion, seconded by Mr. Brandt to accept the Almeida & Hudak Contractors, LLC. and PSI Pumping Solutions, Inc. bids with deduct change orders as outlined in BCM's Recommendation of Award letter dated June 22, 2017. The motion carried 5 - 0.

**Sale of 2012 Chevy Tahoe (Police)**

Mr. McAnally asked the Board to authorize the advertisement for bids to sell the police unit 45-5 a 2012 Chevrolet Tahoe through Municibid. Mr. Brandt made a motion, seconded by Dr. Booth to authorize the advertisement for the sale of the 2012 Chevy Tahoe (Police). The motion carried 5 - 0.

**Re-Appoint Dr. John Valentine to Library Board (3 year term)**

Dr. Booth made a motion, seconded by Ms. Hunsicker to re-appoint Dr. John Valentine for another 3 year term. The motion carried 5 - 0.

**Proposal to Update Website for Mobile Applications**

Mr. McAnally stated the Township's website works well on PC's but phone and tablet users are facing a different experience. The devices are not capturing the entire website in the same format. He stated the Website provider, Catapult Web, suggested three updates: responsive design for mobile and smaller screens; update the design to incorporate the entire HD Display and website refresh at a cost of \$3,780. Mr. Grey made a motion, seconded by Ms. Hunsicker to approve the updates to the Township website for mobile applications. The motion carried 5 - 0.

**MANAGER'S REPORT**

Report from the Manager - Municipal activities, projects

Mr. McAnally stated he will be on vacation starting June 29 returning July 10.

**SUPERVISORS/STAFF COMMENTS**

Supervisors, Staff comments, concerns, questions

Mr. Grey stated Mr. Brandt attended a Gwynedd Green presentation regarding Gwynedd Green becoming an Environmental Advisory Committee (EAC). Mr. Brandt stated he is definitely in favor of moving forward. Mr. Grey stated Gwynedd Green is asking staff to start working on Gwynedd Green

becoming an EAC. Ms. Hunsicker asked for the whole Board to see the Gwynedd Green presentation and if the cost of creating the ordinance is in our legal agreement. Dr. Booth stated he needs more information. Mr. Savona stated an ordinance needs to be created to include the latitude and responsibilities of the EAC. He asked to see the presentation so he can proceed. Mr. Paccione stated the Board and staff need to see the presentation and then the staff can customize the paperwork. Mr. Brandt made a motion, seconded by Mr. Grey for staff to prepare paperwork and create an EAC Ordinance. The motion carried 5 - 0.

Mr. Brandt thanked Dr. John Valentine for his re-appointment and completing three terms on the Wissahickon Valley Public Library with distinction.

Mr. Brandt wanted to recognize the Kiwanis Carnival and Fireworks for 36 years of serving the community. He thanked the Township for their support, and wished everyone a Happy 4<sup>th</sup> of July.

Ms. Hunsicker and Dr. Booth said ditto to the above.

Mr. Paccione hoped everyone enjoys the Kiwanis Carnival and Fireworks and travels safely.

There being no further questions or comments, the meeting was adjourned at 8:45 p.m. until the next Regular Meeting scheduled on July 25, 2017 at the Lower Gwynedd Township Building.

Respectfully submitted,

Carole Culbreth  
Assistant Secretary