

WARRINGTON TOWNSHIP BOARD OF SUPERVISORS

MINUTES FOR FEBRUARY 5, 2008 WORK SESSION MEETING

The work session meeting of the Warrington Township Board of Supervisors was held on February 5, 2008, 7:30 p.m., at the Township Building located at 852 Easton Road, Warrington, PA 18976. The members present were as follows:

1. ATTENDANCE:

Paul Plotnick, Chairman; Carol M. Butterworth, Vice Chairman; Michael W. Lamond, Jr., Assistant Secretary; Rebecca A. Kiefer, Member; Timothy J. Tieperman, Township Manager; Thomas F. Zarko, Township Engineer; Michael Mrozinski, Director of Planning and Economic Development; Carolyn Hanel, Director of Administrative Services/Parks and Recreation; K. Fred Achenbach, Water & Sewer Manager; Vivian S. Bell, Township Treasurer; and Paul Gdanski, Director of Public Works.

2. PLEDGE OF ALLEGIANCE

The meeting opened with a pledge to the flag.

3. PUBLIC COMMENT:

Mrs. Butterworth reported that Mr. McKay was absent from tonight's meeting due to his brother's sudden death and he was in Minneapolis making the funeral arrangements and getting his brother's affairs in order.

DISCUSSION ITEMS:

4. Review status of document management project and consider vendor selection. Michele Rothenberg from Concorde Group, Inc. reviewed the Document Management Executive Summary. As part of her presentation she referenced the benefits of document management, action plan for document management, and her firm's recommendation to approve a capital lease for document management.

Ms. Rothenberg said staff was interviewed to determine their needs in terms of data and documents and explored ideas with them of what would help make their processing more efficient. As part of this process a Request for Proposal was written and distributed to eight vendors. Seven vendors responded. She said the return on investments for these kinds of projects is very strong. Her firm has been involved in a number of different offices in automating their processes.

Mrs. Kiefer requested to have a copy of the Request for Proposal along with a listing of the seven vendors who responded along with a copy of the reference checks and cost comparisons for her personal perusal. While the selection has been narrowed down to three vendors, she would like to know the recommendations behind these vendors being considered. She referenced the statement about conservative savings to the township of \$580,000 over five years but we don't talk about that in relationship to the cost of implementing the system. She would like to see some written comparison to that effect and how that was determined.

Mrs. Butterworth understands the fact that we do have to convert over to computerize our records. One of her major concerns is for security of these records. She said Ms. Rothenberg if her firm was going to be the general contractor to look over all the vendors and keep an eye on what everybody's doing. After the vendors are selected and the township is using their programs, whose going to look out for the township's

interests to check on these vendors. Ms. Rothenberg recommended including some project management work on Concorde Group's part to be the township's representative to make sure that the vendor installed the system the way they promised.

5. Consider extension of professional services arrangement with Concorde Group for IT capital planning projects. Michele Rothenberg gave an overview of the proposed addendum to Warrington Township's Engagement Letter for Information Technology Capital Planning and Technology Studies with the Concorde Group, Inc. She explained what her firm has done to help Warrington become efficient. She said she knows there are a few projects that the township was interested in and when her firm conducted interviews we asked people not only about the document management and those processes but we also looked at some of the other things coming up: phones and the financial system. She said we're trying to save everybody's time so we don't have to go back and do other evaluations. We're taking a strategic approach as we've been requested to do to help look at the township's needs in general.

As this is a work session meeting no action can be taken. Mr. Tieperman will include this item on the agenda for adoption at the February 12 meeting.

6. Receive NPDES presentation from CKS Engineers. Mr. Zarko said the township is completing the requirements of the fifth year of a NPDES Phase 2 Storm Water Permit. He gave the Board an update on the current status of what's going on and the activities that have been completed over this past year. He gave some history and said the township is classified as a MS4, which is a municipal separate storm sewer system under the current NPDES program. As such they are required to implement a program to reduce the discharge of pollutants to waterways within the municipality. The township had obtained a NPDES Phase 2 Storm Water Permit in March 2003 from the PADEP. That permit requires the submission of annual reports in June documenting activities that have been implemented in conjunction with the storm water program.

7. Continue discussion on proposed amendments to Chapter 26, Part 4 of the Township Code of Ordinances (Water Ordinance). Mr. Achenbach asked if the Board had any questions on the proposed amendments to Chapter 26, Part 4 of the Township Code of Ordinances (Water Ordinance). He said the primary change recommended to our 2003 Water Ordinance was to provide specific criteria concerning requirements for connection to the public water system. The Board raised no questions and were satisfied with the reasoning behind the Water Ordinance Revisions as noted in Mr. Achenbach's memo of 1/25/08.

8. Review HVAC System evaluation proposed for 852 Easton Road (Township Administration Building). Mr. Achenbach reported that over the years we've had problems with the heating and air conditioning system at 852 Easton Road (Township Administration Building.) Both the township engineer and I agreed that the original designer of this system, John Schade, was one of the more capable people to evaluate the mechanical systems. We asked him for a proposal to re-evaluate the system and he has come up with a proposal and a contract for his services. His proposed fee for these services was \$3,500.

Mr. Achenbach said primarily what Mr. Schade is going to do is take a look at all of the electrical and maintenance costs that we've had on the system over the past few years to determine whether or not we should just look at replacing the existing equipment. Also whether we should upgrade the existing equipment based on adding space to this building. He said the other estimate Mr. Schade will be going through is whether or not our fuel source ought to be changed from electric to gas.

Mr. Schade will be looking at all of these things and put together a final evaluation. He recommends that we agree to Mr. Schade's proposal of \$3,500 to evaluate our existing HVAC system.

Motion – It was moved by Mr. Plotnick, seconded by Mrs. Kiefer, that the Board of Supervisors authorized the township manager to sign this professional services agreement to evaluate the mechanical

system with John E. Schade, P.E. for the property located at 852 Easton Road (Township Administration Building) This motion passed by a vote of 4-0.

9. Consider monthly extension request for 2210 Shetland Lease. Mrs. Hanel reported that Warrington Township has leased the buildings at 2210 Shetland Drive to Doylestown Hospital since 2000. That lease will expire on February 28, 2008. She said the hospital has been sub-leasing the property to The Sleep Center (dba University Services) for several years. University Services contacted the Township and expressed interest in leasing the property from the Township.

Staff recommends leasing the 2210 Shetland Drive property on a month-to-month basis to University Services through December 31, 2008 at the 2007 lease rate of \$5,038.50 per month. Mr. Plotnick wondered if it was possible to get University Services to sign a lease through December 31, 2008 instead of month-to-month. Mr. Tieperman said they are a little hesitant because they are in the process of seeing what the improvements are going to be in that building. Mr. Plotnick said month-to-month is alright but felt that they should have a 90-day clause to get out of the lease.

Mr. Achenbach updated the Board on the physical condition of this building. Using an outside contractor his estimate to have the work done would be under \$5,000.

10. Review latest project scale for King Park Expansion Project. Mr. Zarko reported on the project scale for the King Park Expansion Project, which was one of the township's 2007 bond issue projects. For the Board's information he had attached the revised layout plan for the King Park Expansion and the cost estimated presented to the Park and Recreation Board in November.

Mr. Zarko said the budget for the project was modified during a 2008 budgeting process. Also some of the cost estimates that were prepared for the lighting were a little bit low as we got into design so we took a step back and looked at doing some modifications in the scope to make the project fit within the budget. He said he had met with the Park and Recreation Board on a couple of different occasions to discuss the project and came up with a scope that the Park and Recreation Board is recommending and the Township Staff is endorsing.

Mr. Zarko said with all the recommended changes we feel that we'll be able to bring the project within the budget constraints. He said we are hoping to go out to bid this month on the project and start construction in the spring and the completion of the construction should be some time this summer.

Mr. Zarko said one of the issues to address the concerns of the people on Noah Circle was they were concerned that people would be parking along there and accessing the fields from Noah Circle rather than using the parking. He said the Park and Recreation Board had recommended that we put a split rail fence up along the right of way there and also some landscaping in order to buffer it and prevent that from happening from the people from walking and parking on Noah Circle.

Mrs. Kiefer said one of the issues that should be looked at is safeguarding the field so kids are not running into the road to retrieve a soccer ball. Mr. Zarko said he would look into this matter to see what could be done. Mr. Lamond said if we're putting in split rail fencing along Noah Circle why not continue it onto Kelly Road and actually inlaid the metal mesh on that so that balls could not get through. He suggested putting up "No Parking" signs along Kelly Road and Noah Circle.

11. Review monthly Township Engineer's update. Mr. Zarko summarized some of the ongoing engineering related activities/projects within the Township as follows: (1) Central Bucks School District Project, the Pickertown Road Sidewalk Installation; (2) John Barclay School Flashing Warning Device; (3) Barness Park Parking Lot Rehabilitation Project; (4) Woodlawn Avenue Sewer Extension Project; and (5) Kansas Road Mitigation Site

Mr. Zarko said the township had received complaints concerning the traffic signalization at Route 611 and Freedoms Way. The complaint concerned the left turn movements from northbound and southbound traffic on Route 611 into Freedoms Way and also Oxford Drive. He said right now that signal is set up to be a protected prohibitive left turn lane. What it means is you have a red light to make a left turn movement. Once that time is out and the light turns red then the thru traffic has a green light. You have to wait until the next cycle to make your left turn. He said the request was to have that changed to a left turn protected permitted, which will allow you to yield on the green light. He had Traffic Planning and Design take a look at it and the reason it is set up that way is there is a sight distance problem. The sight distance problem is that the traffic in the southbound left turn lane obstructs the view from somebody in the northbound left turn lane. An analysis has been done and they think there can be some alignment modifications made at that intersection to improve the sight distance. However, it is very expensive because they would have to take out the concrete median and restripe. Their estimated cost is \$80,000 to do that improvement in order to get that change in the signalization.

Mr. Zarko said the Board had previously requested that we do a TDR status summary update. He said of all the TDR's that were developed as part of the 1997 Stipulation Agreement he and Staff had done a lot of research and had put together a draft table that accurately reflects the status of the TDR's in the township (See attached report.) He said we still have 202 outstanding TDR's.

12. Update on payment for Kelly Road gravity sewer. Mr. Achenbach distributed a handout, which goes back to 2003. He said it gives background and an opportunity for the Board to ask him any questions between now and our next meeting on February 12.


OTHER BUSINESS

13. Composting Seminar. Mrs. Kiefer reported that the Environmental Advisory Council has been discussing the possibility of being involved in a composting seminar. She said the Penn State Extension Service runs composting seminars in different locations throughout the County. She said they have agreed to let us host the Central Bucks seminar, which will not only give us some good publicity as far as environmental issues but it will also afford us an opportunity to expand the education and advertise it for our residents. Our newsletter will give our residents advance notice that there is a composting seminar. There is no charge to the public but we do have to provide the township building between 7 and 9 p.m. for a 1½ hour seminar on a Tuesday, Wednesday or Thursday between mid-April and the end of May, which will be in the timeframe of our Earth Day. We have to give them three possible dates.

Mrs. Kiefer reported that the Penn State Extension Service will bring along composting pieces with them. Each family in attendance receives a free composter. The seminar is limited to 33 people.

14. Adjournment

It was moved by Mrs. Butterworth, seconded by Mrs. Kiefer, the Board of Supervisors voted to adjourn the meeting at 9:55 p.m. This motion passed by a vote of 4-0.


Timothy J. Tieperman
Township Manager

3/12/2008
Date