

**RICHLAND TOWNSHIP
BOARD OF SUPERVISORS
BUSINESS MEETING
May 9, 2016**

Chairman, Timothy Ritter called the Richland Township Board of Supervisors Business Meeting to order. Those present are as follows: Timothy Arnold, Supervisor; Timothy Ritter, Supervisor; Supervisor, Richard Orloff, Stephen Sechriest, Township Manager; Paul Stepanoff, Township Manager, and Sargent Michael Kisthardt, Township Police Department, Linc Treadwell, Solicitor, Mike Schwartz, Gilmore & Associates, Damon Drummond, Gilmore Assoc. Traffic Engineer, Judy Stern Goldstein, Boucher & James Planner.

I. OPENING

- A. The meeting was called to order.
- B. The Pledge of Allegiance was recited.
- C. Mr. Arnold gave an Invocation.
- D. The Roll Call was taken.
- E. Board and Staff Appointments:
Curt Hinkle is resigning his position as Emergency Management Coordinator, as of the end of the month. You need to appoint a replacement at this meeting.

MOTION: Rick Orloff made a motion accepting the resignation of Curt Hinkle as Emergency Management Coordinator. Tim Arnold seconded the motion. Vote: all in favor. Motion carried unanimously.

Mr. Sechriest reported that the bond has been issued for Paul Stepanoff. He can now officially take over as Township Manager, with check signing responsibilities, and be appointed as Township Secretary, and as Open Records Officer. Mr. Sechriest will become the advisor to the Township Manager.

MOTION: Rick Orloff made a motion appointing Paul Stepanoff as Interim Emergency Management Coordinator. Tim Ritter seconded the motion. Vote: all in favor. Motion carried unanimously.

MOTION: Tim Ritter made a motion to officially appoint Paul Stepanoff as Township Manager and keep Stephen Sechriest as an advisor to the Township Manager. Rick Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.

II. PUBLIC HEARINGS

- A. Announcement of Postponement of a Conditional Use Hearing Concerning the Applicant's Proposal to Amend the Prior Conditional Use Decision for Frontgate Community, an Age Targeted Residential Development Proposed for Construction behind the Quakertown Farmers' Market on Station Road until the July 11, 2016 Board of Supervisors Meeting
The applicant is not ready to go forward with the hearing and has requested a continuance until July or August.

III. PUBLIC COMMENT

Ben Lacey from 1416 Beverly Drive had complaints about dog barking. He has neighbors on both sides of his house and the dogs bark constantly. He has asked the neighbors if they could please make the dogs not bark as much. Mr. Lacey also reported this to the Police Department.

Mr. and Mrs. Helson talked about the noise from the Pickle Ball courts. Some of the noise has lessened from the barriers that were put up, but the noise is still loud. They would like some sort of barrier on the side facing their property. After discussion with the Board it was agreed upon that Judy from Boucher and James will look and see if evergreens or arbutus can be planted in the fence line the length of the pickleball court. Mr. Helson was also concerned about the PPL pole on his property that some of the lines for the Pickleball Court lights are connected to his pole and he is being charged for the electric from the Pickleball Court. Township stated he should contact PPL.

Gary Dimmig inquired if there was a device that measures noise. The Township has a device to measure noise and the Zoning Officer has used it from time to time.

IV. PRESENTATIONS – Not applicable this meeting

V. BOARD AND STAFF REPORTS

Stephen Sechriest, Township Manager, announced he had some plans that need to be signed, and he also had a complaint about large truck traffic on Raub Road. After discussion, Damon Drummond will do a traffic study for Raub Road.

MOTION: Tim Ritter made a motion to commission Gilmore & Associates to do a traffic study on Raub Road. Tim Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

Richard Orloff, Township Supervisor, that the Township Manager, Treasurer and himself needs to get CPE credits. There is a class at Local Government Conference at Hershey on Monday July 11th and Tuesday July 12th. Rick would like to send the manager, treasurer and himself to the conference. The cost would be around \$2000.00 for the conference for all three. Paul Stepanoff and Chuck Botson will have to check their schedules to see if they are available to attend on those dates.

Timothy Arnold, Township Supervisor, reported that the roadside cleanup is scheduled for May 28th from 8:30am to 12:30pm with lunch provided.

Timothy Ritter, Township Supervisor, had no reports at this time.

Sargent Mike Kisthardt, Township Police, reported that the police held a drug takeback day and shred day and collected around 280 lbs of drugs, and the shredding filled the truck. He also reported that a bike rodeo will be held on May 14th at 9:00am for ages 6 thru 12.

Linc Treadwell, Solicitor had no report at this time.

Damon Drummond, Traffic Engineer Gilmore Assoc. reported that they still need some easements for the closed loop for Richland Township.

Mike Schwartz, Engineer Gilmore Assoc., had no reports at this time.

Judy Stern Goldstein, Planner Boucher & James, had no reports at this time.

VI. DEVELOPERS' ISSUES

A. Consideration of an Amendment of the Final Subdivision Plan for Tollgate Crossings, a previously approved Residential Development to be Located on the South Side of Tollgate Road, West of Scholl's School Road

Note to Board – this was removed from the agenda

B. Request for a Stormwater Exemption for Jeff Folk, located along Rockhill Road, TMP # 36-39-87.

MOTION: Mr. Orloff mad a motion granting a stormwater exemption for Jeff Folk located at Rockhill Road, TMP #36-39-87. Since the parcel is more than 10 acres Mr. Folk is required to pay \$250.00 for the exemption. Mr. Arnold seconded the motion. Vote: all in favor. Motion carried unanimously.

C. Presentation by Developers of Reserve at Hidden Ponds of Complaints and Concerns Concerning Their Project

Note to Board – This was removed from the agenda.

D. Request from Shelly Enterprises for the Township to Construct the Required Walkway along Heller Road in Front of Their Property.

Now that U.S. Cold Storage has constructed the walkway in front of their property on Heller Road and the walkway to Veterans Park, the section in front of Shelly Enterprises is the “missing link” to connect the park with the Walnut Bank Farm Development. In response to my request that Shelly completed their portion, which was granted a delay during the Land Development process, they have asked if the Township would do the construction, if they give us the funds. With the help of Boucher & James, we have developed an estimate, which includes design, permitting, bidding, construction, inspection and contingency of \$105,000. Greg Shelly has agreed to pay us this amount. If you will approve this proposal, Linc will prepare a written agreement with Shelly Enterprises.

MOTION: Mr. Orloff made a motion authorizing staff to go back to Mr. Shelly informing him that the Township will do the permitting and the engineering if he would take care of the construction of sidewalks. If he declines the Township will move ahead with the proposal as is. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- E. Zoning Hearings Scheduled for June 2, 2016
 - 1. Bible Baptist Church, 65 Reservoir Road
The BOS decided not to have an issue with this hearing.
 - 2. Progressive Propane, 39 East Cherry Road
The BOS decided not to have an issue with this hearing.

VII. TOWNSHIP BUSINESS ITEMS (OLD AND NEW)

- A. Approve Minutes from the April 11, 2016 Business Meeting

MOTION: Mr. Orloff made a motion to approve the minutes from the Richland Township Board of Supervisors April 11, 2016 Business Meeting as edited. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- B. Financial Business – Approve payment of bills summarized below:
 - General Fund Total: \$148,857.06
 - Police-Emergency Services Fund Total: \$58,002.73
 - Developer Escrow Fund Total: \$25,016.53
 - Highway Aid Fund: \$2,435.00
 - Recreation Fund Total: \$8,911.84
 - Solar Fund: \$104.85
 - Volunteer Boards Fund: \$595.00

MOTION Mr. Orloff made a motion to approve the payment of bills as summarized. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- C. Consideration of a Resolution Designating Thomas Roeder, Director of Public Works, as the Township’s Agent to Apply for Federal Disaster Relief Funds for the Severe Winter Storm and Snowstorm of January 22-23, 2016

MOTION: Mr. Orloff made a motion to adopt Resolution #16-12 designating Thomas Roeder, Director of Public Works as the Township’s Agent to apply for Federal Disaster Relief Funds for the server Winter Storm and Snowstorm of January 22-23, 2016. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- D. Award of Bids for Road Work, Road Materials and Related Items

MOTION: Mr. Arnold made a motion approving the recommendations for Road Materials as stated in the memo dated May 5, 2016 for 2016 Road Material Bid Results. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.

- E. Consideration of a non-budgeted project, to pave the main drive in Veterans Park, past the memorial, using unbudgeted additional funds received.

MOTION: Mr. Orloff made a motion to use the money received from the sale of two vehicles sold on Municibid, to pave the main drive going through Veterans Park, which is currently a gravel drive for an estimated cost of about \$14,500. The work would be done by our Public Works Dept. with assistance from E. Rockhill Twp. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- F. Consideration of a Proposal from Gilmore & Associates to Conduct an Initial Evaluation and Structural Condition Assessment of the Township's Culverts

MOTION: Mr. Orloff made a motion to accept the proposal from Gilmore & Assoc. for the estimated cost of \$10,000 for doing an Evaluation and Structural Condition Assessment of the 46 individual culverts to develop a 10 year priority list for repairs that can be used for future budgeting. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- G. Consideration of additional proposed amendments to the Police Department's Policy and Procedures Manual

MOTION: Mr. Orloff made a motion accepting the proposed amendments to the Police Department's Police and Procedures Manual. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- H. Report on Resident's Request to Prohibit the use of Engine Braking Retarders on a Section of Rt. 212

MOTION: Mr. Arnold made a motion agreeing to advertise the ordinance adding Church Road and a portion of Richlandtown Pike to Section 15-217 as locations where the use of engine brake retarders is prohibited. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- I. Request from Richlandtown Borough for Permission to post Signage on E. Pumping Station Road, Opposite the Exit from the Old Castle Facility to Direct Trucks to Rt. 309.

MOTION: Mr. Ritter made a motion giving Richlandtown Borough permission to post signage on E. Pumping Station Road opposite the exit from Old Castle facility directing trucks to Rt. 309. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- J. Township Insurance Renewals
The Township's Insurance policies will be expiring at the end of the month, but we are still in the process of receiving proposals. Township Manager request that

you again authorize him to review the proposals that are received and to select and award the proposal most advantageous to the Township, as has been done in the past. The results will be reported at the June meeting.

MOTION: Mr. Orloff made a motion authorizing Mr. Stephen Sechriest to review the proposals for the Township Insurance Renewals that are received and to select and award the proposal most advantageous to the Township, with Mr. Sechriest reporting the results at the June meeting.

VIII. PUBLIC COMMENT

There was no public comment at this time in the meeting.

IX. ADJOURNMENT

MOTION Mr. Arnold made a motion to adjourn the Richland Township Board of Supervisors Business Meeting at 8:40 p.m. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

Next Meeting: Monday, June 13, 2016 at 7:00PM.

Respectfully submitted,
Laura Held
Recording Secretary