

**RICHLAND TOWNSHIP
BOARD OF SUPERVISORS**

**Business Meeting
November 14, 2016**

Chairman Timothy Ritter called the Richland Township Board of Supervisors Business Meeting to order. Those present are as follows: Timothy Ritter, Supervisor; Timothy Arnold, Supervisor; Rick Orloff, Supervisor; Paul Stepanoff, Township Manager; Mike Schwartz, Township Engineer, Gilmore & Associates; Damon Drummond, Gilmore & Associates; Rich Ficco, RTPD Chief; Judy Goldstein, Township Planner, Boucher & James; B. Lincoln Treadwell, Township Solicitor.

Note: The Board held an executive session prior to the meeting to discuss personnel and litigation matters.

Motion: Mr. Ritter made a motion to authorize the solicitor to file an injunction against 944 E. Cherry Road for violation of the Property Maintenance Code. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

I. OPENING

- A. The meeting was called to order at 7:00pm.
- B. The Pledge of Allegiance was recited.
- C. Mr. Ritter gave an Invocation.
- D. Roll call was taken
- E. Board and Staff Appointments:
Bob White submitted an application to volunteer on the Ordinance Review Committee.

Motion: Mr. Orloff made a motion to accept Mr. White's application to volunteer on the Ordinance Review Committee. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

II. PUBLIC HEARINGS There were no public hearings for this meeting.

III. PUBLIC COMMENT

Sam Gano of 72 Wagon Wheel Road thanked the Township for the double yellow line on Wagon Wheel Road. Also, the trucks for Shelly's are using Walnut Bank Farm Rd. for deliveries. He questioned what is happening with Shelly's street address for deliveries. The Twp. Manager will have the Assistant Twp. Manager issue an address for deliveries.

IV. PRESENTATIONS: There were no presentations for this meeting.

V. BOARD AND STAFF REPORTS

- A. Township Manager – The Township Manager reported that there will be three options for employee health insurance. More information and final costs will be announced at the December meeting. He also reported that he will present the 2017 budget later in the meeting.
- B. Supervisors – Mr. Ritter and Mr. Arnold had no reports at this time. Mr. Orloff reported (1) That the Township does not have the usual supply of extra newsletters on hand. (2) He reported that there was an article in the newsletter that had no editorial disclosure, written by the Richland Township Water Authority Board of Directors.

Motion: Mr. Orloff made a motion that any future news article signed by a single supervisor shall not have editorial qualification placed upon them without the consent of the author. Mr. Ritter seconded the motion. Mr. Arnold opposed. Motion carried 2:1.

(3) Mr. Orloff reported that the RTWA board had executed an employment contract with Mr. Arnold that was “over the top.”

Motion: Mr. Orloff made a motion for the Township Solicitor and the Township Manager to examine the provisions of the contract, and to provide evidence that Mr. Arnold was in compliance when receiving a \$5,000.00 contribution to his Health Savings Account. Mr. Ritter seconded the motion. Tim Arnold abstained from the vote. Motion carried 2:1.

- C. Solicitor - The Solicitor had no reports at this time
- D. Engineer - The Engineer had no reports at this time
- E. Traffic Engineer - The Traffic Engineer had no reports at this time
- F. Police Chief – The Police Chief reported that the drug take back event two weeks ago was the 2nd largest in the county; mainly due to the sign they put out, and that it was advertised at a pharmacy. The shred event wasn't as well attended as normal. Also the Shop-with-a Cop event will be held on December 15th at the Walmart store.
- G. Planner - The Planner had no reports at this time

VI. DEVELOPER'S ISSUES

- A. John Slifer – Minor Subdivision TMP 36-005-096 (195 Milford Square Pike) Revised Preliminary/Final Plan Submission. The applicant is seeking waivers for the following:
 - a. “Sections 22-515 and 22-609 -Curbs. A waiver is requested from providing curbing to allow the property to remain in character with the adjoining properties. Curbing does not exist along the adjacent properties.”
 - b. “Sections 22-518 and 22-610 -Sidewalks. A waiver is requested due to the fact that existing sidewalks do not exist along the adjacent properties.”
 - c. “Section 22-605.4 -Streets. No street improvements are proposed as the application is only for one new lot. The proposed lot will not generate any new traffic to require improvements.”
 - d. “Section 22-704.C -Existing Features within 400'. The proposed subdivision will not affect adjoining property owners requiring similar features be shown within four hundred feet (400') of any part of the land to be subdivided.”

Motion: Mr. Orloff made a motion grant the waivers as stated. Mr. Ritter seconded the motion. **Vote: All in favor. Motion carried unanimously.**

The applicant is seeking approval of the Minor Subdivision at 195 Milford Square Pike.

Motion: Mr. Arnold made a motion grant approval of the Slifer Minor Subdivision subject to the following: Compliance with the Boucher & James review letter dated November 1, 2016; Compliance with the Gilmore & Associates, Inc. Land Development review letter dated October 25, 2016; Compliance with the Bucks County Planning Commission memo dated August 11, 2016; Receipt of all permits and approvals from any agencies having jurisdiction over such matters. The Applicant complies with all applicable provisions of the Township Zoning Ordinance and the Subdivision and Land Development Ordinance.

Compliance with the regulations of all municipal and governmental agencies having jurisdiction. Payment of any outstanding review fees owed to Richland Township. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.

B. Review of 90 Day Extension Request Submittal:

1. Frontage Amended Conditional Use Hearing continuation to the March 13, 2017 BOS meeting. The applicant is working on finalizing the Variance Application and have requested a continuance until the March 13, 2017 BOS meeting per their letter dated November 8, 2016.

Motion: Mr. Orloff made a motion to grant the continuation for the Frontgate Amended Conditional Use Hearing. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

C. Zoning Hearings Scheduled for Thursday, December 1, 2016.

1. CRRT Associates, LLC c/o Pamela A. Northrop, 323 California Road, TMP 36-017-030
2. Pheobe Richland Health Care Center, TMP 36-029-016

D. Exemptions from Storm Water Ordinance.

1. James Hardy 626 California Road, TMP 36-005-063

The applicant is seeking an exemption to the storm water ordinance. Boucher & James per letter dated October 13, 2016 has approved the exemption with conditions that previous storm water exemptions for this property have not been granted. That condition is met. Applicant will pay a \$500 fee to the township for granting this exemption.

Motion: Mr. Orloff made a motion to grant the storm water exemption with applicant paying the Township the \$500 fee. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

2. Lawrence Bobiak, 1190 East Cherry Road, TMP 36-029-011

The applicant is seeking an exemption to the storm water ordinance. Boucher & James per letter dated November 2, 2016 has approved the exemption with conditions that previous storm water exemptions for this property have not been granted. That condition is met. Approval of exemption should be contingent on the applicant paying a \$500 fee to the township.

Motion: Mr. Orloff made a motion to grant the storm water exemption with applicant paying the Township the \$500 fee. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

E. Requests for Escrow Releases:

1. Richland Elementary School. Escrow Release #2 (Final). QCSD has requested Maintenance Security release #2 (Final), and Boucher & James, by their letter dated October 25, 2016, has recommended release of \$14,431.15, with a remaining balance of \$0.

Motion: Mr. Ritter made a motion release the escrow monies with the exception of any fees due the Township. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.

CVS Pharmacy. CVS has requested site improvement escrow release #6, and Boucher & James, by their letter dated October 28, 2016, has recommended release of \$18,141.33, with a remaining balance of \$118,493.32.

Motion: Mr. Arnold made a motion release the escrow monies with the exception of any fees due the Township. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

F. Lehigh Valley Health Network requested the Board of Supervisors to authorize the RT Planning Commission to review the text amendment.

Motion: Mr. Ritter made a motion for LVHN to present to the Planning Commission their zoning change request and to produce a financial impact study for review. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.

VII. TOWNSHIP BUSINESS ITEMS (Old and New)

A. Minutes from October 10, 2016 Business Meeting

Motion: Mr. Orloff made a motion to approve the minutes from the October 10, 2016 BOS meeting. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

B. Financial Business - Approve payment of bills

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

C. Discussion of potential funding of the Upper Bucks Regional EMS. Mr. Ryan Pankoe, Executive Director of the Upper Bucks Regional EMS, Inc. requested to discuss potential funding of UBREMS by the Township. Last year UBREMS had 77 responses in RT. RT is the only municipality out of nine that does not provide UBREMS with financial support. Jim Nilsen of Springfield Twp. presented the request.

Motion: Mr. Orloff made a motion to give a one-time donation of \$10,000.00 to the Upper Bucks Regional EMS. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

D. Presentation of Richland Township 2017 Budget. The Township Manager gave a presentation of the 2017 budget. The budget will be adopted at the December 12, 2016 meeting.

Motion: Mr. Ritter made a motion to approve the advertising of the budget. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- E. Review of US Cold Storage letter dated September 26, 2016 requesting Township provide cost estimate for all engineering and field inspection costs based on the current project drawings and schedules as discussed in previous meetings.
- F. Consideration of Township Policy to Bond all signatories on Township Bank Accounts. Specifically to proceed with a Bond for Ms. Virnelson for a cost of approximately \$1,250.

Motion: Mr. Orloff made a motion to make it Township Policy to Bond all signatories on Township bank accounts, and specifically proceed with a bond for Ms. Virnelson. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- G. Consideration of Waiver period for open burning. The Township Manager will look at the grant language and review the Ordinance to suggest a solution on a possible time of year for open burning.
- H. Consideration to Advertise in 2017 Upper Bucks Chamber of Commerce Newsletter. The Township does not advertise in the UB Chamber of Commerce Newsletter currently and will not be advertising.
- I. Consideration to Approve Resolution #16-19 for the Richland/Quakertown Closed Loop signal project. Resolution #16-19 will grant Township Manager authority to submit applications for Traffic Signal Approval to PennDOT. This is required by PennDOT for the closed loop system.

Motion: Mr. Orloff made a motion to change the name of the person who can submit the applications from Steve Sechriest to the current Township Manager, Paul Stepanoff. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- J. Consideration to hire Alicia Garner as Township Receptionist.

Motion: Mr. Orloff made a motion to enact the hiring of Alicia Garner as Receptionist. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

VIII. TOWNSHIP KPI's:

Accounting:	08/2016	09/2016	10/2016	
Checks Issued	132	196		
Transactions	458	194		
Bills Entered	121	209		
Reception:				
Munilogic Entries	23	33	69	
Deposits	107	128	261	
Front Door Walk-Ins	140	198	134	
Zoning/Permits:				
Total Permits Issued	37	35	27	
Permit Denials	4	3	2	
Developer/Resident meetings	15	13	10	
Complaints Investigated	11	12	9	
Code Enforcement:				

Building Inspections:	110	92	62	
Fire Inspections:	20	23	13	
Plumbing/Mechanical Inspections	32	44	17	
Non RT Inspections/Permits:	4	6	5	
Permits and U&O's:	29	19	16	
Meetings and Calls:	120	84	54	
Plan Reviews	4	2		
Public Works:				
Miles on Trucks:		472	1981	
Hours on Equipment		191	133	
Tons of Blacktop:		483	80	
Resident Interactions		34	26	
Police:				
Incidents	554	550	514	
Accidents	53	50	70	
Crimes	47	47	43	
Arrests	16	11	12	
Traffic Citations	96	12	36	
Community Policing	91	87	74	
Miles			8,638	

IX. PUBLIC COMMENT - At discretion of Chair

X. ADJOURNMENT

Respectfully Submitted,
Tracey Virnelson
Recording Secretary

Next Meeting: Monday, December 12, 2016 at 7:00 PM.