

RICHLAND TOWNSHIP
BOARD OF SUPERVISORS
Business Meeting
October 10, 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; Paul Stepanoff, Township Manager; Mike Schwartz, Township Engineer, Gilmore & Associates; Rich Ficco, RTPD Chief; Judy Goldstein, Township Planner, Boucher & James; B. Lincoln Treadwell, Township Solicitor. Supervisor Rick Orloff was absent.

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.

Board and Staff Appointments:

Scott Guidos is resigning his position on the Planning Commission effective December 31, 2016.

MOTION: Mr. Arnold made a motion to accept Scott Guido's resignation. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

William (Jeff) McGalliard submitted a volunteer information application with interest in joining the Ordinance Review Committee. He attended September's BOS meeting and volunteered when he heard of the plans for updating Township Ordinances.

MOTION: Mr. Arnold made a motion to accept William (Jeff) McGalliard's volunteer application. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

II. PUBLIC HEARINGS Not applicable this meeting.

III. PUBLIC COMMENT There were no public comments at this time.

IV. PRESENTATIONS There were no presentations at this time.

V. BOARD AND STAFF REPORTS

- A. The Township Manager reported that there were Auditor's recommendations for the Twp. Manager to review the bank statements rather than the Finance Director/Treasurer. The Township will comply. Since the Township Management Agreement with RTWA is silent on the payroll reporting on the RTWA sole employee, the inclusion of the Authority employee on the Township payroll report is non-compliant. Also reported was the idea of starting a Twitter account to communicate news and events to residents. The Supervisors

support the idea. His report concluded with Health Insurance Costs; they will be discussed at the November meeting after the Township has the new rates for the upcoming year.

- B. Mr. Ritter reported that the Richland Township Golf Outing is scheduled for Monday October 17, 2016.
- C. The solicitor reported that extensions for plan submission current process in accepting 90-Day extensions for review and action on plan submission has been through a BOS motion and vote. There is no requirement for BOS action on accepting Extension Requests. Staff is proposing the new process where a new form is filled out and executed by applicant and Staff informs BOS at monthly meetings of these requests.

MOTION: Mr. Ritter made a motion to approve the new process of accepting Extension Requests for plan submissions, without a Resolution. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- D. Mike Schwartz reported there will be a new permit process for MS-4 requirements. The 2017 budget will show costs for engineering in obtaining the permit.
- E. Rich Ficco reported that the Drug Take Back and Shred Event will be held on Saturday, October 22nd at the Police Building. Also, Richlandtown Boro held their 3rd meeting regarding RTPD police coverage. The Township will wait to hear from them regarding the issue and decision. He also reported that there have not been any reports of clown sightings in the Township.
- F. Planner had no reports at this time.

VI. DEVELOPER'S ISSUES

- A. Review of 90 Day Extension Submittals:

- 1. Milford Builders, Inc. for Tollgate Crossing Subdivision.

MOTION: Mr. Arnold made a motion acknowledging the 90 day extension for Milford Builders. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- 2. John Slifer for John and Wendy Slifer Minor Subdivision.

MOTION: Mr. Arnold made a motion acknowledging the 90 day extension for John and Wendy Slifer. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- B. Zoning Hearings Scheduled for November 3, 2016.
 - 1. Route 309 LLC, Haly Great Valley/Boyles, 1432 S. West End Blvd. TMP 36-038-023
- C. Conditional Approval of Cemetery Road, LLC Amended Final Plans.

MOTION: Mr. Ritter made a motion to grant Conditional Amended Final Approval for Cemetery Road, LLC subject to meeting conditions listed in Boucher & James letter dated Sept. 20, 2016 and Gilmore & Associates letter dated Sept. 14, 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- D. Requests for Escrow Releases:
1. CVS Escrow Release #5. The developer has requested escrow release #5. Boucher & James, by their letter dated 9/29/2016, has recommended release of \$24,638.08, with a remaining balance of \$136,634.65.

MOTION: Mr. Arnold made a motion to approve the Escrow Release #5 as per Boucher & James recommendation letter dated Sept. 29, 2016. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

VII. TOWNSHIP BUSINESS ITEMS (Old and New)

- A. Minutes from September 12, 2016 Business Meeting

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

- C. Adoption of Ordinance No. 275 updating the discharge limits to Borough of Quakertown as required by Quakertown. The discharge limits of certain pollutants are established for Richland Township by Quakertown Borough and updated every 5 years.

MOTION: Mr. Ritter made a motion to adopt Ordinance #275. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- D. Reporting of 2017 Minimum Municipal Obligations (MMO) for 2017 Pension Plan. Act 205 of 1984 requires that the Chief Administrative Officer of each municipality pension plan inform the governing body of the plan's expected financial obligation for the coming year by the last business day of September.

- E. Approval of Heller Road Trail/Sidewalk Bid for Nyce Construction in the amount of 90,911.95. Bid Opening for the Heller Road Trail/Sidewalk construction occurred on 10/7/2016. Boucher and James prepared a Bid Tabulation that shows all bid submissions.

MOTION: Mr. Ritter made a motion to move forward with a contract with Nyce Construction to perform the necessary work for the Heller Road Trail/Sidewalk Project. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- F. Approval of Board Docs Implementation not to exceed net cost of \$0.00

MOTION: Mr. Ritter made a motion to approve implementation of BoardDocs with a cost not to exceed \$13,425 to purchase the program software and hardware, the wiring of the meeting room, and any initial start-up costs. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- G. Proposal from Keystone Collections Group to collect the Local Services Tax for the Township. Keystone Collections Group already collects the EIT for the Township. They provided us with a proposal to collect the LST and disburse the payment to the Township on a weekly basis, along with a monthly reconciliation report.

MOTION: Mr. Arnold made a motion to approve Keystone Collections Group to collect the Local Services Tax for 3 years with an option to withdraw the agreement after 2 years. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

- H. Consideration to appoint Carrie Passerini as Receptionist. Carrie is currently part-time road crew help and is interested in becoming full-time office personnel. She will have the option to become full-time receptionist at the previously approved rate of \$15 per hour.

MOTION: Mr. Ritter made a motion to hire Carrie Passerini as full-time Receptionist; if offer is not accepted, then the position can be advertised to seek another candidate. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.

- I. Consideration to hire Erich Sprague to fill the vacant Road crew position. The Road master and Twp. Manager recommend the hiring of Eric Spray with compensation not to exceed the previous road crew position that Mr. Spray will take over.

MOTION: Mr. Arnold made a motion to hire Erich Sprague contingent upon obtaining adequate background check and clearances, and drug testing results being satisfactory. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

VIII. TOWNSHIP KPI's: The Township Manager reported the Key Performance Indicators thru September 2016.

IX. PUBLIC COMMENT there was no public comment at this time.

X. ADJOURNMENT

MOTION: Mr. Arnold made a motion adjourn. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.

Respectfully Submitted,
Tracey Virnelson
Recording Secretary

Next Meeting: Monday, November 14, 2016 at 7:00 PM.