

LOWER FREDERICK TOWNSHIP BOARD OF SUPERVISORS

Meeting Minutes
Supervisors Work Session

November 29, 2016

Lower Frederick Township
Municipal Building
53 Spring Mount Road

Meeting called to order by Mr. Bob Yoder, Chairman at approximately 7:00pm

Board of Supervisors

Bob Yoder, Chairman – Present
Ron Kerwood, Vice Chairman – Present
Terry Sacks, Supervisor – Present

Township Staff

Tamara Twardowski, Manager - Present
Carol Schuehler, Engineer - Present
Damien Brewster, Esq. – Present
Tom Manning, Road Master – Present

Administrative Items

Disposal of Equipment

Tom Manning requested permission to dispose of 5 pumps leftover at the Sewer plant that are no longer in use. He would like to list them on Municibid preferring to have someone else use them instead of throwing them out. The supervisors agree to move ahead with the listing.

Heat Pump Replacement

Ms. Twardowski sought proposals from four contractors to convert our current heating system to gas. Three of the four contractors who responded stated that we cannot get a gas system in our ceiling without major renovation. The manufacturers of the heat pumps are saying it will not fit in the dimensions we have. Ms. Twardowski is seeking permission to proceed with updated quotes for electrical units. The board was in agreement to get three quotes.

Ms. Schuehler presented a draft plan for utilizing fill dirt from the collection system project to create two fields at Colonial Park. She was looking for feedback and suggestions as the next step would be applying for NPDES permits. The board was in agreement that permits should be applied for.

Execution of Contracts for Plant – the chairman and secretary executed the contract for the GC and electrical contractors.

Server Replacement

The existing server was installed when the Police Department got the incident management software in 2008. Ms. Twardowski asked Tony Alefante (Computer Business Concepts) to work with Dell to get pricing for a new server which she would like to order by the end of this year since it was included in the 2016 budget for \$8,000. Associated costs of \$3,300 are budgeted into next year. The need for a server for our purposes was questioned and discussed. The police Department reporting system would require a server but the administrative computers may not. Mr. Kerwood and Mr. Yoder would like an analysis of our existing computer system and server needs, as well as another proposal before proceeding.

Joe Zlomek, reporter for the Schwenksville Item stated that in most municipalities the police department has to file reports to its governing body (Lower Frederick Township) and state, county and federal officials. This is best accomplished when the server and software is maintained and kept up to date, thereby reducing police man hours required to compile and file reports.

Sewer Billing

Ms. Twardowski presented billing integration for online credit card and check payments with Flexibill, the software we currently use for our sewer billing. We now offer on line payment via our website but integration with Flexibill system would streamline that process as well as offer other conveniences such as on-line billing, automatic pay, and pay by phone/text/computer. There would be fees associated with billing and payment transactions to both the customer and the Township. Other details of the program were reviewed and will be considered for participation in the future.

Reorganization Meeting Agenda

The supervisors were given a report outlining positions to be considered, as well as those whose terms are due to expire in 2017. If the supervisors are ok with reappointing the committee appointments due to expire, then Ms. Twardowski will reach out to see if they would like to continue for another term.

Ms. Twardowski asked Joe Zlomek to report that there are committee appointments that expire annually and anyone interested in volunteering to fill these positions should contact the Township.

Disanto Property

Damien Brewster reported on a conversation that was had with attorney Ed Mullin regarding the Disanto Property which the courts have decided must be sold. He is trying to determine what the township might allow for zoning and development prior to the sale of the property. In 2005 Carol Schuehler, Township Engineer, in response to a plan submitted under the R5 zoning, issued a 7 page report outlining issues that needed to be addressed prior to the Township making any future decision regarding zoning and development. The supervisors would like to move this along but are unable to comment on zoning/development until those conditions met or another plan is submitted.

Miscellaneous

Mr. Yoder voiced issues regarding The Central Perkiomen Valley Regional Planning Commission such as projects, frequency of meetings, cost and benefit of participation. We currently pay \$3,000 annually to this program.

In response to traffic issues raised during discussion of the Ragusa Study, Ms. Schuehler presented a solution that includes a painted crosswalks and sidewalks on Main Street from Boulder Lane to Second Ave. She feels this plan might enhance pedestrian safety and make traffic a bit more careful thru that region. She will work on the proposal if the supervisors would like her to. The cost of that plan would be the Townships responsibility. Mr. Yoder stated that it was not necessary for Ms. Schuehler to proceed with her proposal.

The next work session would normally be scheduled for December 27th 2016. Should a work session be needed next month it would be held December 20th.

The board recessed to executive session.

The meeting reconvened for the following action:

The board authorized Ms. Twardowski to negotiate with a property owner on Riverside to acquire property for a pump station.

The board authorized a 2% raise for salaries for 2017.

Mr. Kerwood and Mr. Sacks authorized Mrs. Yoder to be offered a full time position with a salary increase starting January 1, 2017 with benefits to begin effective January 1, 2017. Mr. Yoder abstained from the discussion and vote and executed a conflict of interest abstention memorandum.

With no further discussion the meeting was adjourned.