

**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS WORK SESSION  
APRIL 3, 2008 MEETING MINUTES**

---

**1) Executive Session:**

- a) Mr. DiPaolo called the executive session to order at 6:30 .m., seconded by Mrs. Altieri. The following Supervisors were present: Mrs. Altieri, Mr. Dininny, Mr. Sassu and Mr. DiPaolo. Mr. Brown was absent. Also present were Township Manager Mr. Dunbar and Solicitor Mr. Onorato. A discussion took place on legal and personnel matters. Mr. DiPaolo motioned to adjourn the meeting at 7:30 p.m., seconded by Mrs. Altieri.

**2) Public Meeting: Call to Order**

- a) Chairman Dininny called the public meeting to order at 7:33 p.m.

**3) Pledge of Allegiance**

**4) Roll Call:**

- a) The following members were present: Supervisors Altieri, Sassu, Dininny and DiPaolo.
- b) Supervisor Brown was absent.
- c) Also present were Solicitor David Onorato, Township Engineer John Chambers, Accounting Manager Susan Law, Project Analyst Nate Dysard, Emergency Management Coordinator Charles DeFrancesco, Community Relations Coordinator Denise Walsh, Police Chief Francis Carroll, Director of Special Projects and Technology William Roth, Director of Community Development Michael Siegel, and Township Manager Joseph Dunbar.

**5) Chairman's Comments:**

- a) Chairman Dininny noted that this was a work session.

**6) Public Participation on Agenda Items:**

- a) There was no participation at this time.

**7) Presentations & Commendations:**

- a) Presentation by Senator John Rafferty on DCED grant for \$15,500 for Police firearms:
  - i) Senator Rafferty presented a check for \$15,500, representing a grant from DCED and the Commonwealth of PA, to Chairman Dininny and Chief Carroll. The money will be used toward firearms, providing resources needed for the LPPD to continue to protect the citizenry.
- b) Chairman Dininny announced that an executive session was held prior to the meeting to discuss legal and personnel matters.
- c) Chris St. George from Maillie Falconiero to present the 2007 Audit:
  - i) Mr. Chris St. George of Maillie Falconiero reviewed an executive summary of 2007 Lower Providence Township audit highlights for the Board.
  - ii) Mr. St. George's summary included some of the following highlights:
    - (1) Overall the auditors worked well with Township staff during this process, and have found the Township to be working effectively. The Township's

financials were found to be in accordance with generally acceptable accounting principles.

- (2) The Township's General Fund balance increased from 17% in 2006 to 21% in 2007, which is a healthy percentage for Townships in this area.
  - (3) The Township's general obligation bonds were reduced by \$722,948 in 2007. This is normal debt service and there were no new bond issues in 2007.
  - (4) From 2006 to 2007 the Township's revenues increased from \$11,256,197 to \$12,442,429, and expenses decreased from \$14,758,947 to \$12,397,652 with a net income of \$44,777. The expense decrease included refinancing of a 2006 account.
  - (5) The statement of new assets and proprietary activities includes the Municipal Authority and solid waste fund. Cash and investments decreased from \$156,478 to \$113,206, and retained earnings also decreased from \$3,612,123 to \$3,456,480.
  - (6) The statement of revenue and expenditures for proprietary activities showed basically static revenues with an increase of \$864 for 2007. Expenses decreased from \$627,011 to \$265,597, leaving a net income of -\$155,643, which represents a deficit decrease of \$362,278 from the prior year.
- iii) Supervisor DiPaolo had several questions for Mr. St. George:
- (1) Mr. DiPaolo noted that under general fund, there is a pop in the tax revenue of \$1 million over budget, and asked where this was from? He was curious if this would be an ongoing revenue stream or a one-time occurrence. Mr. St. George indicated that this was a function of the budget. There has been a trend over the past four years where real estate variances naturally go up. Last year there was a spike in real estate transfer taxes; this will not be an ongoing revenue stream.
  - (2) Mr. Dunbar commented that they were conservative in the revenue and earned income tax estimates for the budget, based on several employers that were anticipating reductions in their workforce within the Township. However, because they have been trying to bring new businesses into the Township, and some of the employers have not yet reduced their workforces, 2007 had higher revenue than anticipated. They will probably see a dip in revenue in 2008.
  - (3) Mr. DiPaolo asked what the different institutions that were holding Township investments were holding them in? Mr. St. George commented that they were secure investments, typically the U.S. Treasuries.
  - (4) Mr. DiPaolo asked who the custodians were for the investments? Mr. St. George indicated that it was the financial institutions, which are governed under Act 72.
  - (5) Mr. DiPaolo questioned if there is a written agreement between these financial institutions and the Township outside of Act 72 regarding evaluation, frequency of the assets etc.? Mr. St. George is not aware of any agreement, and neither was Mr. Dunbar. Mr. DiPaolo explained that

because of the crises on Wall Street some municipalities are not getting the favorable rates they used to obtain.

- iv) Mr. Dininny commented that the fund balance is up from 17% to 21% and expenditures are down from last year. So, Lower Providence is enjoying more Police on the streets, more Parks & Recreation programs, and more streets being paved than ever before while money is tight in the economy, but Lower Providence is healthy.
- d) Presentation by Shayne Trimbell of GVFTMA on transit study and funding recommendations:
  - i) Mr. Robert Henry, Assistant Director for Greater Valley Forge Transportation Management Association (GVFTMA), and Mr. Shayne Trimbell, GVFTMA Project Coordinator, were present to discuss a transit study for Lower Providence Township.
  - ii) Mr. Henry explained that the study, which was paid for by a grant obtained from Senator Rafferty's office, evaluates communities to determine what their transportation needs are. The shuttles run on a set route in local communities, and fill a gap where no SEPTA service is available. They are trying to see if it would be feasible to run a circulator shuttle in Lower Providence Township. One of the benefits of this service is that it allows residents to stay in their own homes for a longer time. The Rambler is primarily for senior citizens, who make up 25% of the population.
  - iii) Mr. Trimbell reviewed the transit study, and details of how Rambler service could work in the Township. He would propose running the shuttle from 9 a.m. to 4 pm. on Monday, Wednesday and Friday, with a lunch break from 12-1. The cost for this service would be approximately \$58,000 per year, paid for in part by the Township, the County, bus shelter revenue, and the Lottery.
  - iv) Supervisor Sassu asked what the problem had been with Conshohocken's Rambler? Mr. Henry explained that they had problems finding a funding stream. Conshohocken was going to stop Rambler service, but senior citizens came out to protest the move, and the shuttle was kept by reducing service from five days to three days.
    - (1) Mr. Sassu asked if they sold ads on the bus? Mr. Henry indicated that they have not, but sell them in the bus shelter.
  - v) Chairman Dininny commented that this is a localized service, and asked if they make any special stops for other businesses along the way? Mr. Trimbell indicated that as long as a place was along the route, they could stop there on request by calling ahead or asking the driver. Mr. Henry explained that they would work out stops ahead of time with the LPPD and Public Works to find the safest places to stop.
    - (1) Mr. Dininny asked why they don't go into Evansburg? Mr. Trimbell explained the route is based on density.
    - (2) Mr. Dininny asked how long the funding streams last? Mr. Trimbell noted that the funds are from the County and PennDOT, and the lottery, so they should last. Mr. Henry remarked that there is movement within Green initiatives to fund these types of projects, and they have had a dedicated funding stream for over 15 years.

- vi) Mrs. Kathy Eskie, 540 Highgate Road, asked how big the shuttle buses were? Mr. Trimbell stated there was a 14 or 20-passenger bus depending on the Township's needs.
  - (1) Mrs. Eskie asked if they tested the proposed route with a bus or a car? Mr. Trimbell indicated it was tested with a car, and it could change before it is finalized. The route needs to stay within the one-hour timeframe.
  - (2) Mrs. Eskie asked if they could go to other areas outside of the route? Mr. Henry explained that a lot of the funding streams are based on using a fixed route.
  - (3) Mrs. Eskie asked if a needs assessment had been done? It has not been done at this point.
  - (4) Mr. Dunbar explained that this was a preliminary study and none of the details are final. The Township needs to determine if the concept has merit. The size of the bus can change based on ridership.

**8) Discussions:**

- a) Discussion on 3260 Ridge Pike – Turkey Hill for conditional use hearing:
  - i) Mr. Keith Marshall, a civil engineer with Nave Newell, was present to discuss the upcoming conditional use hearing for a Turkey Hill at Eagleville Road and Ridge Pike, across from Brother Paul's.
    - (1) Mr. Marshall noted that the plan calls for a convenience store that is smaller than 4,000 sq. ft. with ten gas pumps. They must seek a conditional use because they have two uses.
  - ii) Chairman Dininny asked if the two uses were the convenience store and the gas pumps? Mr. Marshall indicated that they were.
    - (1) Mr. Dininny asked where the ingress and egress were located? Mr. Marshall noted they are at the far corners of the site.
    - (2) Mr. Dininny asked how far they were located from the intersection? The driveways are about 175' from the intersection.
    - (3) Mr. Marshall explained that they would deal with PennDOT and provide ingress and egress as required by them. Mr. Dunbar noted that the applicant was willing to restrict egress to right-only turns on Ridge Pike, but PennDOT was actually OK with a left turn there.
  - iii) Supervisor Altieri asked if there would still be a stacking lane on Ridge turning onto Eagleville? Mr. Marshall indicated there would be one down further.
    - (1) Mrs. Altieri questioned the design of the building. Mr. Marshall explained that they would be re-using stone from the existing building on the façade of the convenience store and to possibly create a wall. They intend for this to fit in with Brother Paul's.
  - iv) Mr. Onorato asked if they would have an artist's rendering of the proposed stone structures to submit during the conditional use hearing? Mr. Marshall indicated that they would.
- b) Escrow release for St. Gabriel's in the amount of \$272.87:
  - i) Mr. Siegel commented that this escrow was for a plan fee from last year, and it will be on the next consent agenda.

- c) Memo from Charles DeFrancesco re: building fire alarm systems for Township buildings other than administration:
- i) Mr. DeFrancesco explained that they are working on the installation of fire alarm systems for all Township facilities. The administration building is done, and both the Library and Sewer Authority are already equipped.
  - ii) The following facilities still require system installation:
    - (1) The Shoemaker house and barn;
    - (2) The Level Road schoolhouse;
    - (3) The Public Works Compound needs to have the system in building A upgraded.
  - iii) Mr. DeFrancesco noted that they reached out to seven vendors, six of whom are on the State contract. Prices ranged from \$30,189 for the Philadelphia Protection Bureau, up to \$59,410. The 2008 budget has \$30,000 allocated for this project. Ongoing alarm monitoring and various associated fees are a separate budget item.
  - iv) Mr. DeFrancesco stated that he is comfortable with all of the quotes, and would like to move forward with this project at the April 17, 2008 BOS meeting.
- d) Memo from Nate Dysard re: approval to apply for two DCED grants, one for fleet maintenance and project management software, and one for speed display variable message sign trailer:
- i) Mr. Dysard explained that they would be requesting approval to apply for two separate DCED grants:
    - (1) One grant for \$15,500 would be for the variable message signboard and speed display, and they are working with Representative Rubely on that grant.
    - (2) The other grant is for \$11,500, and this would integrate fleet maintenance and software management software. The Township is working with Representative Vereb on this grant.
- e) Application S-07-08, 208 Collegeville Road (Carbone) for preliminary and final approval:
- i) Mr. Siegel explained this request was for a three-lot subdivision on Forest Lane off of River Road.
  - ii) Mr. Tracey Borusiewicz, P.E. was present to discuss the plan, along with the applicant, Sal Carbone.
  - iii) Mr. Borusiewicz explained that because of the parcel location, they are subject to double frontage. The existing house is being demolished to accommodate three new houses, which will take access off of Forest Lane. The applicant has three waiver requests, and has agreed to comply with the items in Mr. Chambers and the Montgomery County Planning Commission reviews.
  - iv) Chairman Dininny noted that for the waiver from tree replacement they want to pay \$1,000 per unit based on this being a minor subdivision.
    - (1) Mr. Siegel clarified that they are seeking a waiver from paying the \$1,000 per lot fee. He asked if the applicant was actually removing any trees?

- (2) Mr. Borusiewicz indicated that most of the trees are being preserved or replaced. Mr. Dunbar explained that if they replace the trees they remove they do not need a waiver.
- v) Mr. Dininny asked why they would need a waiver for the 200' driveway separation? Mr. Borusiewicz explained that this was a cul-de-sac and they cannot comply with the driveway separation because of the layout of the existing homes.
- vi) Mr. Dininny asked why they were seeking a waiver from sidewalks? Mr. Borusiewicz explained that this was a rural road with no sidewalks. There is a sidewalk along one side of Forest Lane.
- vii) Mr. Onorato questioned a triangular parcel of land that they need to acquire to resolve frontage issues. He asked how this was being divided away from the lot?
  - (1) Mr. Borusiewicz has a supplemental plan that shows how this will occur.
  - (2) Mr. Onorato explained that an amendment to the Craig property record plan might not be enough without a land development plan.
  - (3) Mr. Chambers indicated that the parcel in question must be subdivided in order to attach the triangle to this property. What happens to the balance of that lot, it was supposed to be attached to another property and he believes this is now not going to occur.
  - (4) Mr. Borusiewicz indicated that he had submitted a lot line change plan for that land. Mr. Onorato noted that per Mr. Chamber's comments that land is actually to be given to a neighboring property. He asked if that person has the rights to that land?
  - (5) Mr. Carbone explained that the land was to be given to the previous owners, so they now need to have Mr. Craig see if the new owner will accept the land.
  - (6) Mr. Onorato stated that in order to not have a non-conforming lot this matter needs to be resolved. Mr. Carbone stated this was actually Mr. Craig's issue so he needs his permission.
  - (7) Mr. Dunbar suggested that Mr. Craig and Mr. Carbone attend the Solicitor / Staff meeting next Monday at 9:30 a.m. so they can discuss the matter. Mr. Carbone indicated that he would attend the meeting.
  - (8) Mr. Dininny commented that this issue must be resolved prior to moving forward.

**9) Courtesy of Floor (not to exceed 3 minutes per person):**

- a) Mr. Mike Comroe, 205 Pinetown Road, extended an invitation to the Board and all interested residents for an educational program being sponsored by the Friends of Lower Providence. The program will occur on April 28, 2008 at 6:30 p.m. in the LP Library Community Room, and is entitled "Historical Preservation and Communities Planning a Future that Values the Past."
- b) Mrs. Kathy Eskie, 540 Highgate Road, thanked the Township for alleviating the water problem in the village green at Eskie Park. She expressed concern that the tot lot and swings had been removed and will not be replaced because of insufficient funds. She is concerned because the new location for the playground

is not as safe for younger children, and encouraged the Board to install a new tot lot on the old location.

**10) Other Business:**

- a) Mr. Dunbar had several items to add to the April 17, 2008 agenda:
  - i) Mr. Dunbar will request that the Board authorize the preparation and advertisement of the 2008 culvert repair projects.
  - ii) Mr. Dunbar explained that the Township does not own curbs next to residential properties. There are eight homes on Winthrop and Skyline Drive that must replace their curbing in relation to road improvements scheduled for this year. Mr. Dunbar has talked with the residents, and several have financial hardships that prevent them from being able to complete the curb repair in time for the roadway installation. Mr. Shaffer has prepared a proposal to address the curb replacement, and the effected residents can either repay the Township in installments or have municipal lien placed on their property. There are sufficient funds in the Township's curb maintenance account to cover the expense of this project. Mr. Dunbar will have an item addressing the use of Township funds, the Township installing the curb repair, and the property liens on the next meeting's agenda. The cost for the curbs will be \$35,000 or less.
  - iii) Mr. Dunbar noted that there are three complicated subdivision plans scheduled for the April Planning Commission meeting, including Shannondell Phase III, Victory Christian Church, and the ARC. Mr. Dunbar is working with Mr. Siegel to look at rescheduling the ARC plan in May, if possible, because it would be unfair to the other plans which have been in the works longer, to be delayed.
- b) Chairman Dininny explained that the only way to ensure the curbing replacement money comes back to the Township is via the municipal lien on the effected properties. This provides a way for the Township to recoup the money once a property is sold, but the Township has no intention on foreclosing on any of these properties.
  - i) Mr. Comroe asked if the lien was on a property forever? Mr. Onorato stated it would remain until it is satisfied at either the sale or transfer of the property.

**11) Courtesy of Floor (not to exceed 3 minutes per person):**

- a) Mrs. Eileen Kuntz, Pawlings Road, commended the LPPD for controlling traffic during last weekend's grand opening of Commerce Bank.

**8) Adjournment:**

- a) **MOTION** – Supervisor Sassu made a motion to adjourn the meeting. Supervisor DiPaolo seconded the motion. The motion *passed* 4-0. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

---

Joseph C. Dunbar, Secretary