

**North Coventry Township**  
Board of Supervisors

**Minutes of the Meeting**  
**January 29, 2015**

The meeting of the North Coventry Township Board of Supervisors was called to order at 6:00 pm, January 29, 2015 at the Township Building, 845 South Hanover Street, Pottstown. Present were, Chairman Jim Marks, Vice-Chairman Spencer Claypoole, Supervisors Harvey Greenawalt, Rebekah Elliott and Rick Scheler; and Kevin Hennessey, Township Manager and Solicitor Lawrence Sager.

Chairman Marks asked if there were any corrections to the January 5, 2015 meeting minutes and there were none. **Vice-Chairman Claypoole moved to approve the January 5 2015 meeting minutes and the motion was seconded by Supervisor Greenawalt and unanimously carried.** There were no other comments.

Chairman Marks asked if there were any questions from the board or the audience on the bills to be paid totaling \$23,410.22 or on the list of paid bills and payroll in the amount of \$198,586.04. **Supervisor Elliott moved to approve payment of the bills totaling \$23,410.22 and acknowledge the other paid bills and payroll in the amount of \$198,586.04 and the motion was seconded by Supervisor Greenawalt and unanimously carried.** There were no comments.

**Developer Bills**

- There were no comments.

**Subdivision, Land Development and Conditional Use**

- The Chairman said there was nothing to discuss at this time.

**Award of Bid to Demolish 231 S. Hanover Street**

- Chairman Marks said that on Friday, January 23, 2015, we received and opened the bids for this project. Out of the 6 bids received, the lowest bid was from BRB Construction for \$12,000 and all bonds and necessary paperwork are in place. Vice-Chairman Claypoole asked if BRB was a reputable company and the Township Manager said that he had called Spring Ford School District and East Brandywine Township to ask their opinion of BRB who did projects for them and both responses were that they did a good job. Chairman Marks asked when this would start and Mr. Hennessey said that it may start at the end of February or the beginning of March and that the township has 90 days from the purchase date to get it done. The Township Manager said that there is an asbestos issue and that the township received a \$2,700 bid to remove the linoleum where the asbestos is located. Mr. Hennessey said this additional cost will be submitted as an expense as part of the grant. The Chairman asked if there will be a need to close South Hanover Street and Mr. Hennessey said no, the contractor will go in the back of the house and have a fence out front and the whole demolition is expected to take less than one week. **Supervisor Greenawalt moved to award the bid to the lowest bidder, BRB Construction for \$12,000.00. The motion was seconded by Vice-Chairman Claypoole and unanimously carried.** There were no other comments.

### Authorization to advertise Amendment to the C-4 Zoning District

- Chairman Marks said that after the joint meeting with the Planning Commission on January 7, 2015, the Planning Commission has formally sent us the recommendation in your packets to amend the C-4 Zoning and that the Manager has already sent this to the Chester County Planning Commission for comment. Vice-Chairman Claypoole asked what happens if a parcel in this area is less than 1 acre and Solicitor Sager said if that is the case, then it is limited to a 4,000 square foot footprint. Mr. Sager said there are some items he wanted to discuss with the Planning Commission Chairman, Jay Kline concerning the formatting.
- Chairman Marks said that in the Buffering and Screening section, it states that it is the opinion of the township and asked whose opinion that is? Solicitor Sager said it can't be the boards as a whole, but there is a need for a standard. Township Manager Hennessey said the buffering and screening would come into play if lights were shining into another property. Mr. Sager said he could remove the wording 'it is the opinion of the township'. Chairman Marks also questioned why the rooftop HVAC is not permitted and the Township Manager said that if the HVAC is screened in, then it is allowed. Supervisor Scheler said that the wording for the HVAC rooftop item is incorrect and Mr. Sager said he will revise the language.
- Chairman Marks suggested that item #4, neon light display, be put under the lighting paragraph. The Chairman said that this brings up the issue of addressing the Sign Ordinance. Supervisor Scheler asked if the neon light pertained to interior or exterior lighting. Vice-Chairman Claypoole said that the lighting should be in accordance with the Ordinance and Solicitor Sager said he could add in verbiage that says all lighting should be in accordance with the Ordinance for lighting and signs. The Chairman said that LED and neon lighting is different whereby LED is mostly used for signs. Mr. Sager said it was his understanding that the township did not want to see neon signs. Supervisor Greenawalt said that the Sign Ordinance is a big discussion and that the township should decide what it wants to look like in regards to signage and the statement in the paragraph about following Southeastern PA architecture is a very broad statement. The Chairman agreed and said there should be some specifics listed in that. Supervisor Greenawalt questioned who defines the architectural standards. Township Manager Hennessey said that most of that is in the Route 100 Master Plan and the amendment should be consistent with that plan. Solicitor Sager said he will incorporate the board's requests on the wording and that he will talk with Jay Kline and present the amendment and advertisement to the board after that. **Vice-Chairman Claypoole moved to authorize the Solicitor to re-draft the C-4 Zoning Amendment and the advertisement for same, with the Township Manager publishing the advertisement at a later date. The motion was seconded by Supervisor Greenawalt and unanimously carried.** There were no other comments.

### Notification of Filing Liquid Fuels Annual Report

- Chairman Marks asked the Treasurer to explain this process. Deborah Giordano said that previously, the board had to approve the yearly report and the Chairman had to sign it and 4 copies were sent to the local Penn Dot office for review. She said that over the last 2 years, Penn Dot has instituted an electronic reporting system that is mandatory and no forms need to be signed or mailed out. Ms. Giordano said that copies of the yearly report were in the packet for the board's review. She said that a recent email noted that it had been received by Penn Dot and was approved by the financial person there. Township Manager Hennessey noted that

there is a limit to what is paid out of the Liquid Fuels account each year and that the expenses such as the road salt, are budgeted each year. There were no questions or comments.

### **Request from Roadmaster to include Township Bridges on TIP**

- Chairman Marks said that Roadmaster Jon McKee is suggesting that the township ask the county to put the replacement of several of the township bridges on the TIP (Transportation Improvement Program) for federal funding. Mr. McKee said that any project must be on this list to receive federal money, but there is no guarantee that a project will be funded. The Chairman asked if there were any costs involved and Mr. McKee said there may be minimal engineering consultant fees. The Roadmaster said that the county reviews all the TIP projects every other year and recommends their approval for the federal funds. Mr. McKee said it is the best way to try to get funds; otherwise the township won't get anything if a bridge is not on the TIP List. **Supervisor Elliott made a motion to authorize the submission to the County to get onto the TIP List. The motion was seconded by Supervisor Scheler and it unanimously carried.** There were no other comments.

### **Administration**

#### **Supervisor and Department Head Reports**

- There were no questions on the Department Head Reports
- Supervisor Scheler said that the county offers an electronic version of the Landscapes 2 Program and you can log on and look at the plans.
- Chairman Marks said that the PMRPC met last night but he could not attend.
- Township Manager Hennessey said that East Coventry received a plan submission for an 80-unit townhouse development and the Chairman said that is in addition to the 27 unit townhouse development along Vaughn Road.
- Chairman Marks asked if John Cover attended the township's Planning Commission meeting and Mr. Hennessey said yes and the Planning Commission said it was not happy with the amended Comprehensive Plan and that Mr. Cover will look at strengthening the wording in the plan.
- Chairman Marks said he had attended the Fire Company meeting and that Barry Boettlin was elected to be the new President. The Chairman said that the Fire Chief's report listed 308 calls in 2014 of which 218 were in the township and there was also 2800 man hours on the report, which is quite a lot.
- Vice-Chairman Claypoole said that the COG met on January 13<sup>th</sup> and there was discussion on donations to paint the CMERT military vehicle and it appears they have the \$5,000 in donations to get it done. The Vice-Chairman said that North Coventry did not donate towards the paint job and suggested making CMERT a budget item. Township Manager Hennessey said that each year, the township pays a CMERT membership fee.
- Vice-Chairman Claypoole reported that the COG was currently reviewing the Douglass Township Sign Ordinance.
- Vice-Chairman Claypoole said that at last week's Coventry Woods Festival meeting it was brought up that an Eagle Scout is getting donations to put up a kiosk at the Fernbrook entrance.
- Vice-Chairman Claypoole said that at the COG meeting, it was discussed that Pottstown is planning a lot of activities for its bi-centennial year celebrations.
- Vice-Chairman Claypoole said he wanted to discuss the lodge being open to visitors during the festival and he would speak to the Building Inspector, Deborah Russo.

- Township Manager Hennessey said he is supposed to be receiving the information on the warranties on the lodge roof. He said the contractor said there is a 10-year extended warranty similar to the price as a metal roof with the rubber roof on the kitchen area. Supervisor Greenawalt commented that the snow has to be removed from a rubber roof.

### Action Item List

- Chairman Marks asked about #2, the Citgo Property on Route 100 at the Suburbia Shopping Center. Township Manager Hennessey said he spoke to Karl Glocker and the Davis' brother's attorney and they indicate that they are willing to have the building taken down as long as they can be assured they can rebuild on the same footprint. Mr. Hennessey said he had looked at the zoning and he believes they are entitled to a larger footprint and they would need to have a letter from the township stating that they can rebuild. Mr. Hennessey said that their attorneys say it is difficult to get the brothers to agree on anything, but they have agreed on this and it is also not a detriment to the township to allow the demolition. **Supervisor Elliott made a motion to write a letter to the attorneys for the Davis Brothers that in exchange for their permission to allow Gambone to demolish the building; that the township will allow them to rebuild on the same footprint provided that they comply with all other ordinances at that time. The motion was seconded by Supervisor Greenawalt and unanimously carried.** Supervisor Greenawalt asked if the parcel can be sold and Solicitor Sager said he heard that it is currently for sale. There were no other comments.

### Checklist

- Supervisor Elliott said there are potholes along Meadowbrook and Erb Drive. Roadmaster McKee said he is aware of them and noted that most of the stone roads are in bad shape.
- Supervisor Scheler said he was glad that Penn Dot patched the potholes on Route 724.
- Chairman Marks said that last Monday, the Water Authority asked him if the township could take the responsibility of collecting the tax monies for the water tower. Mr. Hennessey said he will speak to the Authority about it.
- Chairman Marks said a Declaration of Snow Emergency is done by the EOC Matt Galamba. Township Manager Hennessey said the declaration allows the road crew drivers to extend their work hours in order to plow for a longer period of time. The Chairman said that Mr. Galamba follows a certain procedure and sends it to the County Emergency Operation Center and asked if the majority of the board needs to approve and sign it. Mr. Hennessey said he would check and report back.
- Chairman Marks said the Chester County Association of Township Officials Spring Conference is being held at the Desmond on March 12<sup>th</sup> from 9 am to noon. He said he had planned to attend as did Supervisor Elliott.
- Supervisor Greenawalt said the street light at Route 724 & Catfish Lane is out.
- Vice-Chairman Claypoole said he had nothing for the checklist.
- Chairman Marks asked what action could be taken on the Coventry Lake issues. Solicitor Sager said the punch list is minimal. Township Manager Hennessey said there are things like street signs that need to be put up, the knockoffs are 6inches not 4inches. Mr. Hennessey said the company is bankrupt. Solicitor Sager suggested that the township take what money is in the escrow and complete the work. Mr. Hennessey said he will have the developer sign off to that effect and present it at the next board meeting for approval.

- Solicitor Sager said he was surprised that the report from the Chester County Conservation District on the CVS was deficient. Mr. Sager said he didn't understand why their engineers didn't know that this will now hold up the project for about 60 days. The Chairman asked if anyone spoke to the CVS representatives and Mr. Sager said that Ed Latshaw of LTL did.
- Supervisor Elliott said that people want to know if the township can take ownership of the Keim Street Bridge. Township Manager Hennessey said the correct response is no, the cost is astronomical and Supervisor Elliott said she heard there is another bridge being put in somewhere else.

### **Public Comment**

- Roadmaster Jon McKee said there is a geotechnical report that he would like the Chairman to review.

With no further business before the Board, the meeting recessed at 7:10 pm before an Executive Session on Open Space Real Estate.

Township Manager Hennessey said the Devin's parcel is 26.4 acres and can be acquired by friendly condemnation, but that the board can hold off on any voting and he will put it on the February 9<sup>th</sup> agenda for further discussion. Solicitor Sager suggested having an Executive Session or a conference call for everyone. Chairman Marks said that the Devin parcel had been discussed before and he had no problem making a decision tonight. Township Manager Hennessey said the key to acquiring the property is to plan, then flip it to the State Park and get the County and State money for 90% of the costs, then the maintenance of it would be the responsibility of French Creek State Park. **Supervisor Greenawalt moved to adopt the Agreement of Sale by Resolution through a friendly condemnation; accept the DCNR and County waivers; and do the Phase I engineering through NLT grants. The motion was seconded by Supervisor Scheler and it unanimously carried.**

With no further business before the Board, the meeting recessed at 7:15 pm before an Executive Session on Police Negotiations.

Kevin F. Hennessey  
Township Manager