

Warrington



Township

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TOWNSHIP MANAGER
TIMOTHY J. TIEPERMAN

August 11, 2009

MEMO TO: BOARD OF SUPERVISORS

FROM: TIMOTHY J. TIEPERMAN

RE: MANAGER'S REPORT

- A. Lawn Irrigation Permits: At the Board's last regular meeting we heard, under Public Comment, concerns about some letters that were dispatched from the Codes Department requiring retroactive permits associated with sprinkler irrigation systems. My office has since reviewed the letter that was distributed to these residents and has since conferred with counsel. While the Solicitor has determined that the Township has the legal authority to retroactively impose permits for these types of installations, the nature of these notifications implied a shift from past practice and as such warrants more extensive discussion and vetting between my office and the Board of Supervisors. Therefore, on the consent agenda is a recommended procedure for the requirement of permits for this type of sprinkler.
- B. Document Management Update: At the last meeting, there was a request for a progress report on the Document Management Project. Attached is a budget report on the 4-phased project that was prepared in May. Phases C & D were not complete at the time of that report. We are currently reviewing invoices from Metasource for the project management phase (\$17,500) and for the 1st year's maintenance support (\$19,876) which are part of the capital lease. Metasource is currently working with Staff on the organizing, tagging and scanning of street files. It is also developing an internal process for the handling and distribution of all incoming mail, beginning with invoices, bids and legal correspondence. We have a summer intern working on the scanning of archived street files, a project that will continue over the next couple of years. We appreciate Metasource's willingness to work on the street files, which was beyond the base scope. Our goal is to have 10% of the street files completed by the end of September. The overall project implementation has been delayed because of staff reductions. Next year's IT budget will have a dedicated line item for licensing and software support of the document management system.
- C. Stump and County Line Road Development Activity: This matter was also brought up at last Supervisor's meeting. I know that the some Supervisors as well as staff received several calls from residents regarding activity at this location. The new property owner went considerably beyond the limits of authorized work. Staff to date has taken several actions including issuance of a Stop Work Order. Staff from the Bucks County Conservation District has begun to

investigate any violations of erosion and sedimentation guidelines and policies. The owner has been directed to restore the parking area on the site to its original condition. Mike Mrozinski and I are currently exploring other enforcement options with the Solicitor. We will keep everyone posted.

- D. Forest Ridge: Staff also met with concerned residents of the Forest Ridge community over electrical issues associated with the installation of certain light fixtures in the Forest Ridge development. We have since dispatched the fire inspector to conduct some additional inspections based on the concerns outlined at this meeting and we have notified the Forest Ridge HOA of our findings.

- H. Storm Update: On August 2 both Bucks and Montgomery Counties experienced some severe weather. With the exception of some flooded basements and the temporary closings of some secondary roads in Warrington, the Township generally escaped any catastrophic damage as experienced in Lower Bucks and some Montgomery County communities. PECO outages were sporadic but the Township seemed to ðweatherö the storm well. Mr. Lesniak performed a situation status analysis of conditions to determine what, if any, emergency management activations need to be made. The fire company staffed two pieces of equipment during the heaviest parts of the storm. Everyone involved worked well together in this minor emergency. We have received a surge in concerns about individual storm water runoff and are addressing them as quickly as possible.

- I. Communication Updates: At its recent meeting, CAB members continued discussion on ways to improve the E-Gov system by capturing and storing residential email addresses through tracking reports or other means. Included in the Supervisor packets is the fall *Link* for review as well as a map insert for Warrington Day. The latter will be a pull-out inserted into the newsletter with additional copies made for Warrington Day. All final *Link* revisions are due Wednesday, August 12, 2009.

- J. Grant Applications: A revised Pennsylvania Conservation Works! grant application has been finalized for submission on August 11. This particular program will involve the installation of LED lights and is part of a joint application with Newtown Township. Attached is the Executive Summary of the project included with the application.

- K. School Lane Drainage Alternatives: CKS has been investigating some recurring drainage issues along School Lane and is recommending the installation of approximately 20 feet of bio-stabilization materials at an estimated cost of \$4,200. I asked Tom to review this briefly with the Board for possible action under the consent agenda.

- L. Mill Creek Are Low Pressure Sewer System Project: In response to some recurring questions regarding the funding of the above project, I am enclosing a June 5, 2009 email from Tom Zarko along with an accompanying spreadsheet addressing the funding issues associated with the West End Fire Station and Mill Creek Building.

- M. Correspondence:
 - (a) August 6, 2009 Report on the 2009 Volunteer Appreciation Picnic
 - (b) August 6, 2009 press release on the opening of bids for the northern section of Route 202 Parkway in Bucks County

(c) July 30, 2009 announcement from the Pennsylvania Office of Open Records regarding the release of home addresses of public employees