

UPPER MERION TOWNSHIP BOARD OF SUPERVISORS
MARCH 29, 2012 WORKSHOP MEETING

SUMMARY

1. Meeting Called to Order: 7:25 p.m.
2. Pledge of Allegiance.
3. Roll Call: Supervisor Jenaway was absent.
4. Chairperson's Comments:
5. Discussions:
 - A. **Proposal re: SmartSearch Document Management:** IT Director Scott Widenhofer and two representatives from SmartSearch Document Management addressed the board about their document management system. If the document management plan goes forward, it will be phased in over time. Digital storage of documents would help reduce storage cost and would also make documents easier to find and manage. The system's security and training for staff members was discussed. Legal concerns about the contract were also raised.
 - B. **MS-4 Program (R. Benner):** Russ Benner addressed the Board on the status of the MS-4 program. Benner traced the history of the program and discussed a variety of MS-4 requirements and regulations. Stormwater discharge is addressed through a permitting system and Upper Merion qualifies for a general permit. The current general permit took effect in March 2003; however, this permit will expire on March 15, 2013. Later this year, the Township must file a notice of intent to reapply for a new permit. Once a new permit is issued, the Township has one year to enact an MS-4 ordinance.
 - C. **Request for Proposal re: 431 W. Valley Forge Road:** Earlier this week, Supervisor's Jenaway and Philips reviewed proposals with Park and Recreation Director Dan Russell and decided on five architectural firms to interview for the renovation of the property at 431 W. Valley Forge Road. Interviews for all firms will be held in a public meeting.
 - D. **Residential Delinquent Sewer - Water Shut-Off** – Solicitor McGrory reviewed the current system and described the water shut-off process. Water shut-offs would impact businesses and residents who were delinquent on sewer bills. Water would only be shut-off after a number of notices were sent to a resident or business. If financial hardships prevented residents from paying, staff members would work with these individuals to help rectify the situation and establish a payment plan. The looming enforcement

of water shut-offs may prompt a substantial number of delinquent account holders to pay their bills.

- E. **Zoning Ordinance – In-Law Suites** – Solicitor McGrory described a variety of zoning issues associated with In-law suites and mentioned that the addition of a cooking facility converts an in-law suite into a second unit in a home. McGrory described the possibility of amending the zoning ordinance to allow a more streamlined approval process for in-law suites that meet certain conditions. If a given in-law suite fell out of compliance with these conditions, it could no longer be used as an in-law suite.

- 6. Adjournment: 8:39 p.m.