

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

BOARD OF COMMISSIONERS WORK SESSION MINUTES

February 5, 2024

This meeting was held in person at the Township and live streamed on our website at www.uppergwynedd.org

PLEASE NOTE: The Commissioners made decisions on the following items, #14, #20, #21 and #22. Those decisions are included in these minutes.

1. Call to order

The February 5, 2024, Public Work Session of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Katherine Carter at 7:00 PM. This meeting was recorded and visually taped.

President Carter asked for a moment of silence as we have experienced some loss in the Upper Gwynedd Community.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Detective Jon Gill.

3. Roll Call

Roll call was taken by Deanna Logan, Executive Assistant to the Township Manager. The individuals in attendance were:

Katherine D. Carter	President
Rebecca Moodie	Vice President
Denise M. Hull	Commissioner
Liz K. McNaney	Commissioner
Gregory J. Moll	Commissioner
Sandra Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Nicholas Cross	Township Engineer
David Duffy	Chief of Police
E. Van Rieker	Zoning Officer

Nathan Crittendon, Finance Director, was absent.

4. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session prior to this meeting to discuss matters of collective bargaining.

5. Police Commendations (Feb. 5)

- Det. Jon Kelcy – Arrests for Catalytic Converter Thefts

Det. Kelcy worked with other law enforcement agencies and obtained arrests and convictions for many catalytic converter thefts. He was recognized for his dedication, persistence, and concern for the victims.

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- Det. Jon Gill – Arrest for Child Abuse & Neglect

Det. Jon Gill handled a sexual assault case that involved a 6 year old boy. He worked with the Montgomery County District Attorney's office to consolidate evidence with other municipalities leading to an arrest and conviction for child abuse and neglect. Det. Gill is recognized for his actions in professionally handling this sensitive and complex investigation and his care and compassion for the victim.

- Sgt. Bill Moriarty – Top Gun/Marksmanship

Sgt. Moriarty was awarded the Top Gun/Marksmanship Award. He was the top scorer in the competition.

- Det. Jon Gill & Officer Dana Hallam – Sexual Assault

Det. Gill and Officer Hallam handled a sexual assault of a 5 year old girl. An arrest was made in this case and a conviction followed. Det. Gill and Off. Hallam are recognized for their actions in handling this sensitive investigation and arrest and for treating the victim and her family with compassion.

6. Police Commendations (Feb. 12)

- Off. Montana Lighthart – Officer of the Year
- Sgt. John Brinkmann – Meritorious Service Medal for Field Training
- Off. Dana Hallam – Aggravated Assault Arrest

7. Public comments and concerns (limit of five minutes per individual)

There were no public comments.

Departmental Reports

8. Planning and Zoning Report (E. Van Rieker)

As reported by Van Rieker, Zoning Officer

- **825 Morris Road** – Proposed 4-lot Subdivision. Approved by the UGT Planning Commission on October 11, 2023.

This was approved by the BOC on January 8, 2024

- **Merck Bldg 41 Land Development Plan.**

This was approved by the UGT PC on December 13, 2023 and approved by the BOC on January 8, 2024

- **203 Church Road Redevelopment Plan.** Proposed 166,600 sf (2) warehouse buildings.

This is tentatively scheduled for the Planning Commission on February 14, but it may be withdrawn.

- **Zoning Text Amendment to the Commercial (C) District.** To provide definitions and add standards for convenience stores.

This was reviewed and approved by the Planning Commission on December 13, 2023. The next step is a public hearing.

- **ZHB 24-01 – 500 Shearer Street.** Multiple dimensional variances to permit construction of a single-family dwelling on a non-conforming undersized lot zoned R-2.

This was approved by the ZHB on January 23, 2024

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9. Engineering Report (Nick Cross)

As reported by Nick Cross, Township Engineer

- **Snow/Icing conditions and Rock Salt** – When dealing with snow or ice on driveways and sidewalks, it is recommended that residents shovel early and often, so the snow does not have time to compact and freeze. When using salt, it is recommended that it be used sparingly. Over-salting does not melt ice any faster, and the recommended application for most de-icing salts is one handful per square yard. The over-use of salt can have negative effects on driveways and sidewalks, as the salt remnants can get in between cracks and widen them while cycling through freezing and refreezing.

Katherine D. Carter, President Finance/Personnel/Administration

10. Staff Department Reports

Parks & Rec	Public Works	Police	Zoning	Codes
Eng. – G&A	Eng. – RVE	UGFD	NPFD	VMSC

This will be placed on the consent agenda.

11. BOC Reorganization Meeting Minutes of January 2, 2024

This will be placed on the consent agenda.

12. BOC Meeting Minutes of January 8, 2024

This will be placed on the consent agenda.

13. Approval of volunteer appointments to various boards and commissions

IDA: Remesh Desai	Nor Gwyn Pool: Dana Simmons	HRC: Linda Bellace
Parks/Rec: Katie Starrantino	Parks/Rec: Christina Pietrak	ZHB: Susan Baker-Wendt
EAC: Dennis Wendt	Planning: Dennis Wendt	Planning: Randall James
NW Library: Jennifer DiMario		

This will be placed on the consent agenda.

14. **DECISION:** Motion to approve the Proclamation for Black History Month

Hearing no public questions or comments, upon motion by Commissioner Moll seconded by Vice President Moodie, the motion was unanimously approved.

15. Approval of Payment #2 to Schipsi Electric for the Facilities Upgrade Project in the amount of \$30,242.50 (via roll call vote)

This has been approved by the architect and is in line with our contract as well as the next agenda item.

This will be placed on the consent agenda.

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16. Approval of Payment #3 to SB Conrad for the Facilities Upgrade Project in the amount of \$33,834.13 (via roll call vote)

This will be placed on the consent agenda.

Rebecca Moodie, Vice President Zoning/Planning/Code Enforcement

17. Advertisement of Ordinance 2024-01: Commercial Zoning Ordinance Text Amendment

This is to have a more modern definition of convenience store. A hearing will be held on March 11th.

18. Approval of the Final Escrow Release to Fairmont Builders/211 Gwynedd Avenue in the amount of \$1,635.87

This is the final escrow on a 1 lot subdivision. The project is completed and no further escrow is needed.

This will be placed on the consent agenda.

19. Approval of the release of the Final Maintenance Surety for the Jay Subdivision Project in the amount of \$3,404.44 and end the maintenance period

This was a 4 lot subdivision that was completed last June, and the maintenance period is now over.

This will be placed on the consent agenda.

20. **DECISION:** Motion to approve the Related Party Agreement for 711 Stoler Avenue

Hearing no public questions or comments, upon motion by Vice President Moodie seconded by Commissioner Hull, the motion was unanimously approved

21. **DECISION:** Motion to approve the Related Party Agreement for 1402/1404 Sandys Lane

Hearing no public questions or comments, upon motion by Vice President Moodie seconded by Commissioner Moll, the motion was unanimously approved

22. **DECISION:** Motion to approve the Agreement onto Storm Sewer Easement for 826 Ridgeview Avenue

This is to install a fence over an easement which requires an encroachment agreement.

Hearing no public questions or comments, upon motion by Vice President Moodie seconded by Commissioner Moll, the motion was unanimously approved

Denise M. Hull Public Safety

23. Approval of a 2023 Ford Police Interceptor as a replacement vehicle in the amount of \$41,600.

Chief Duffy said this purchase is a carryover from last year. We wanted to purchase a hybrid, but they are not available. The replaced vehicle will be used for Parks & Recreation.

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24. Approval of the Active Volunteer Tax Credit submissions

Our volunteers with Upper Gwynedd Fire Department, North Penn Fire Department and VMSC can apply for a tax credit based on points earned throughout the year. They have to earn enough points in order to qualify for the tax credit.

25. Approval of the proposal from Barry Isett for Fire Inspections

This is to provide inspections which have been on hold since our Deputy Fire Marshal took a leave of absence.

Gregory J. Moll **Public Works/Parks/Recreation**

26. Approval of the proposal to purchase a 2024 Side Shift Backhoe from Co-Stars Vendor Earthborne in the amount of \$164,031.05

This is to replace a vehicle from 1997. The life of large pieces of equipment is approximately 15-20 years.

27. Approval to sell a 2000 Ford Truck on Municibid

Parks and Recreation is looking to sell this vehicle with 194,000 miles on it.

28. Approval to advertise the bid for Equipment Rental & Labor for various Stormwater Projects.

This is for larger stormwater projects.

29. Approval of the 2024 Golf Outing Contract with Commonwealth National Golf Club for the outing to be held on April 15, 2024

Cedarbrook Country Club is under construction on their golf course and unable to accommodate us for 2024.

Katherine D. Carter, President **Wastewater Treatment**

30. Approval of Resolution 04-2024: Endorsing the WQIP Management Committee recommendation to form a Municipal Consortium

This is to endorse the WQIP Management Committee's recommendation to form a municipal consortium. This is for a TMDL alternate plan for phosphorus reduction. Upper Gwynedd receives 2 votes with the WQIP since we also have a Wastewater Treatment Plant.

Mark Connelly asked if the consortium is an authority. Ms. Gallagher said a consortium is a group of municipalities that agree to work together. 13 municipalities decided to work together to come up with a plan to reduce phosphorus.

31. Approval of the contract with Pact Two to replace the Scum Troughs in Primary Tank #1 in the amount of \$29,500

This is included in the 2024 budget.

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32. Authorization of the Township Manager to sign the CFA Small Water & Sewer Grant in the amount of \$421,231.

We received this grant of \$421,231 to fund our CIPP Liners.

33. Approval of the Proposal from Co-Stars Vendor Mr. Rehab for CIPP Liners and Vac a Tees in the amount of \$371,760.50

This project will be funded by the CFA Small Water & Sewer Grant we recently received.

Other Business

34. Approval of February 2024 Open Invoices (via roll call vote)
35. Approval February 2024 Paid Invoices (via roll call vote)
36. Call for Adjournment

Commissioner McNaney said a resident emailed and asked if the volunteer fire company still has the LOSAP program. We will look into this and get this resident an answer.

President Carter adjourned the meeting at 7:50 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved March 11, 2024

/djl