

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## BOC BUSINESS MEETING MINUTES

November 16, 2021

This meeting will be held in person at the Township and will be live streamed on our website at [www.uppergwynedd.org](http://www.uppergwynedd.org)

### 1. Call to order

The November 16, 2021, Public Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Liz K. McNaney at 7:00 PM. This meeting was recorded and visually taped.

### 2. Pledge of Allegiance

FC Eric Geiger led the pledge of allegiance

### 3. Roll Call

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

Liz K. McNaney	President
Denise M. Hull	Vice-President
Martha A. Simelaro	Commissioner
Katherine D. Carter	Commissioner
Ruth S. Damsker	Commissioner
Sandra Brookley Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Michael Clarke	Township Solicitor
Isaac Kessler	Township Engineer
David Duffy	Chief of Police
E. Van Rieker	Zoning Office

David Brill, Finance Director was absent.

### 4. Announcement of Executive Sessions

Mr. Clarke said the Board met in Executive Session on November 16, 2021, to discuss matters of personnel.

### 5. Police Commendation

Chief Duffy said we are here to honor some first responders who saved the life of a man in cardiac arrest who lost control of his vehicle. The vehicle was in motion until off duty Lansdale Police Officer James Thompson broke a window and stopped the vehicle. He was assisted by off duty Deputy Fire Chief Greg Rosato in extricating the man from his car and starting CPR. UGT Police Sergeant Ray Royds and Officer Jon Gill arrived and assisted with CPR and used an AED at least two times in the initial resuscitation efforts. VMSC EMT Matt Sinkiewicz and Paramedic Tarah Malone continued care with Officer Thompson riding in the ambulance to assist with CPR and AED enroute to the hospital.

The honorees Sergeant Raymond Royds, Officers Jon Gill and James Thompson, Deputy Chief Greg Rosato, Paramedic Tarah Malone and EMT Matt Sinkiewicz were saluted by Chief David Duffy and Deputy Chief Ted

## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Caiola of UGT PD, Fire Chief Eric Geiger of UGFD, Chief Michael Trail of Lansdale PD and Chief Michael Rennard of VMSC. The Commissioners offered their congratulations to all.

The survivor was also present and thanked the first responders. He said he is here today because of the skill of these first responders.

### 6. Recognition of Deanna Logan for 5 years of service to the Township

Mrs. McNaney said Mrs. Logan has worked for the Township for the past 5 years and for five different managers. She went on to say that Mrs. Logan is responsible for many behind the scenes touches that make our Township run seamlessly. She was congratulated by the Board for her five years of service.

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

Dave Kinion, 1000 S. Broad Street said he is worried about being evicted from his home on the Martin Tract.

Mr. Clarke, Township Solicitor said the BOC is not moving forward with any plans of condemnation at this time. Mr. Martin has expressed an interest in developing and we are waiting to hear from him.

Laurence Williamson also lives at Martin house and said it would be a huge burden should he lose the home.

Jim McLaughlin lives at Martin house and is pleading with the BOC not to condemn his home.

Fred Hencken, 802 Clover Drive asked how much it cost for the off-duty care of the dogs. Chief Duffy said it will cost nothing. He also asked if there is a consideration for a millage decrease. Mrs. Zadell said she will go over many infrastructure plans in her budget presentation.

Dennis Cinelli, 34 Elbow Lane, mirrored the comments of those who live at the Martin house. He said Rexdale Park is not being maintained and we will be looking at big repairs if we don't maintain what we already have. He added condemnation doesn't seem like the right way to go about it.

Jeanette Lewis said there are outlining issues surrounding the property (Martin Tract) and is concerned about the habitat and where they will go.

Mrs. McNaney said it is the Board's intention to meet with Mr. Martin to see if there is a compromise we can come to. We are waiting for him to schedule the next meeting. It is not on the agenda as there is nothing further to share.

Dave Valaro 875 Clover Drive commented that the BOC did vote on condemning the Martin Tract and it may have passed if the missing commissioner were present. Mrs. McNaney said it's unfair to comment on how one of our commissioners would have voted.

Mr. Clarke said the condemnation has not been on any recent agenda and is not planned to be on any agenda. We are waiting to hear from Mr. Martin about his development plans for the property. He further commented that if Mr. Martin develops the property, then we are not sure what would happen to the people living on it now. That would be Mr. Martin's decision.



## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

**Liz K. McNaney, PRESIDENT**

**Finance/Personnel/Administration**

8. Motion to approve Consent Items A – K (via roll call vote)

- A. Staff Department Reports
- B. Public Meeting Minutes of October 11, 2021
- C. Public Meeting Minutes of October 19, 2021
- D. Advertisement of the 2022 Holiday & Meeting Calendar
- E. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours to complete the exterior work for B60A Modular Facility Addition. Sundays in December 2021.
- F. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours to revise the fenced perimeter for WP63A. Extended Hours beginning Monday, November 22 – Friday, December 31, 2021.
- G. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours to perform crane lifts for WP50 Manufacturing Facility beginning Sunday, November 21 – Sunday, February 27, 2022.
- H. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours to pressure clean newly installed piping to remove internal piping debris, Weekends of December 11 & 12, December 18 & 19, 2021 and January 29 – 31, 2022.
- I. Payment #24 to Blooming Glen Contractors for the WWTP Hydraulic Expansion Project in the amount of \$223,011.16
- J. Payment #18 to Eastern Environmental Contractors for the WWTP Hydraulic Expansion Project in the amount of \$23,876.48
- K. Payment #23 to PACT for the Force Main and Pump Stations in the amount of \$71,934.01

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Hull, the motion to approve the Consent Items was unanimously approved.

Roll call vote:	President McNaney	Aye
	Vice President Hull	Aye
	Commissioner Simelaro	Aye
	Commissioner Carter	Aye
	Commissioner Damsker	Aye

9. Proposed reading of the 2022 budget

- Budget Presentation by Sandra Zadell, Township Manager

Mrs. Zadell explained the budget process actually begins in the spring. We currently have a balanced budget with no tax increase for 2022. Our 2021 revenue is forecast at \$1.3M over budget because COVID 19 had far less impact to our budget because of Earned Income Tax and Real Estate Transfer taxes. This overage gives us the ability to make some infrastructure changes.

### Budget Appropriations by Fund

General Fund Revenue is \$16,658,046 with expenses meeting the revenue. Our biggest sources of revenue are EIT, RET, transfers, local services tax, permits and fees. We've seen a significant increase in EIT by over \$900,000 since 2019. Infrastructure planning projects will be the focus moving forward. Mrs. Zadell said the average UGT tax bill is \$290. The most expensive spending items are Police and Public Works and this year there is an increase in Public Works funding for infrastructure projects.

### General Fund Operation Overview

- Hire FT Fire Marshal / EMC
- Increased investment in IT

## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

- Facility upgrades for safety, compliance, and transparency
- Upgraded phone system for Administration
- Increased costs associated with property insurance
- Increased Police Department costs due to ladder increases and contractual salary obligations
- Midyear hire for FT employee for Public Works
- Tree removal in parks
- New Parks & Recreation programming that focuses on preschool and teens

### WWTP funds

- Large increase in chemicals, gas, electricity
- New camera and computers for Jet truck
- Funding for WQIP
- LED lighting upgrade
- Reduced payment to TMA (-\$774,000)

### Fire Fund

- Final progress payment on new vehicles and sale of old vehicles
- \$3000 increase of funding to UGFD for heating and medical equipment
- Reduced costs for service recognition
- EMT training for members
- Grant writing services
- Funding for North Penn Fire Department

### 5-year Capital Projects

- Includes proposed spending of over \$25M with over 140 projects across 7 departments
- Projects to be funded with General Fund, Taxes, grants and other sources

### American Recovery Act Funding - \$1.5M to spend by the end of 2024

- Stormwater infrastructure projects
- Lining of Storm Sewers
- Newport Basin Restoration
- Rebuilding Clarifier 3 at the WWTP

### Theme 2022 Infrastructure Investment Planning

- Haines Run Streambank Restoration

### Other 2022 Capital Projects

- Gate and Fencing around Police Department and Public Works
- Roof Repairs to Admin
- Security Improvements
- In Car Camera Upgrades
- Pole Barn Construction
- Open Space Management Plan
- I/I at WWTP
- Pedestrian Safety Improvements
- DVRPC Streetlight Procurement
- Several vehicle replacements
- Snow Removal Equipment

Mrs. Zadell continued and said we are transferring \$1.7M to the Capital Reserve Fund and an additional \$315,000 each year to complete the projects on the 5-year capital fund list. The 2022 projected budget will allow for 9.9 months of spending in reserves and a strongly funded capital reserve fund. Mrs. Zadell said the Township's debt ratio is extremely low.



## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Fred Hencken asked Mrs. Zadell to elaborate on the 2040 pedestrian safety project.

Mrs. Zadell replied there will be illuminated signage at several of the tricky intersections in the Township. Mr. Kessler replied that the locations have been identified by the Police Department. The project is grant funded and the Township is responsible for 30% of the funding.

Dave Valaro – asked if the Wissahickon Watershed property is part of the Township property, to which Mrs. Zadell replied no they are their own non-profit organization.

10. Motion to authorize the advertisement of Ordinance 2021-07, Tax Rate for 2022

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Damsker, the motion to was unanimously approved.

11. Motion to authorize the advertisement of Ordinance 2021-08, 2022 Budget Appropriations

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Hull, the motion to was unanimously approved.

12. Motion to approve Resolution 37-2021, authorizing the auditors to conduct an audit

Hearing no public questions or comments, upon motion by Mrs. Carter, seconded by Mrs. Damsker, the motion to was unanimously approved.

13. Motion to approve Resolution 38-2021, the Homestead Exemption for 2022

Hearing no public questions or comments, upon motion by Mrs. Carter, seconded by Mrs. Damsker, the motion to was unanimously approved.

### **Denise M. Hull, VICE PRESIDENT** **Zoning/Planning/Code Enforcement**

14. Motion to approve Resolution 40-2021 granting Preliminary/Final approval of Merck Building 63A land development plan, subject to the conditions set forth in the resolution.

- Presentation by Greg Landis, IPE

Also present are Tom Alvarez of Merck Operations and David Brooman, attorney for Merck.

Mr. Landis said the proposed 2-story building adds 74,000 sf for manufacturing, warehouse, loading docks, offices and utilities. The building is located in the center of the West Point campus. Minor landscaping using native species will be added as well as ten additional parking spaces and new pedestrian pathways.

All reviews are complete. The UGT Planning Commission recommended approval of the Land Development plan. There are eight waiver requests consistent with the last three project approvals.

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion was unanimously approved.

## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

15. Motion to accept and record the Deed of Dedication dated May 27, 2020 from Upper Gwynedd Equities offering Sumneytown Pike & Church Road Right of Ways

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Simelaro, the motion was unanimously approved.

16. Motion to approve the Maintenance Agreement with Upper Gwynedd Equities for the Shoppes at Upper Gwynedd

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion was unanimously approved.

17. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours utilizing a tower crane for WP45 for Air Handler Installation. Monday – Sunday now through December 31, 2021

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Simelaro, the motion was unanimously approved.

### **Katherine D. Carter** **Public Safety**

18. Motion to approve the MOU between UGT and the UG Police Association regarding compensation for off duty care and training of assigned police canines.

Hearing no public questions or comments, upon motion by Mrs. Carter, seconded by Mrs. Simelaro, the motion was unanimously approved.

Fred Hencken asked to explain what an MOU is. Mrs. Zadell said an MOU is a memorandum of understanding. It is the way we outline certain things that are not in the Police Contract. Because the canine unit is new, this reflects the scheduling of the off-duty officers in charge of the canines so there is no additional cost for compensation.

19. Motion to approve the MOU between UGT, UG Police Association and Employee 0025.

Hearing no public questions or comments, upon motion by Mrs. Carter, seconded by Mrs. Damsker, the motion was unanimously approved.

### **Ruth S. Damsker** **Public Works/Parks/Recreation**

20. Motion to approve dismissing the unreasonably high bid and readvertising the bid for the 2021/2022 Snow Plow and Equipment Program

Mrs. Damsker said the bid was much higher than in previous years. Mrs. Zadell said we only use this service when we have an extreme snow event or blizzard and hopefully we get some additional bids.

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Hull, the motion was unanimously approved.



## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

21. Motion to approve the revised County Snow & Ice Contract

The county revised the payment rate to reflect an increase from the initial contract they sent.

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Simelaro, the motion was unanimously approved

### Martha A. Simelaro Wastewater Treatment

22. Motion to authorize Township staff to send the proposed IRC & UCC code Ordinance amendments to the Department of Labor & Industry

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Damsker, the motion was unanimously approved.

23. Motion to approve the 2022 Dense Soda Ash bid to Thatcher Company of New York, Inc. in the amount of \$18.50 per 50 lb. bag.

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Hull, the motion was unanimously approved.

24. Motion to approve the Bid Award for WWTP gallery painting to JP Smith Contractors in the amount of \$32,635.

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Carter, the motion was unanimously approved.

### Other Business

25. Motion to approve the November 2021 Open Invoices (via roll call vote)

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Hull, the motion to approve the Open Invoices was approved.

Roll call vote:	President McNaney	Aye
	Vice President Hull	Aye
	Commissioner Carter	Aye
	Commissioner Simelaro	Aye
	Commissioner Damsker	Aye

## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

26. Motion to approve the November 2021 Paid Invoices (via roll call vote)

Hearing no public questions or comments, upon motion by Mrs. Carter, seconded by Mrs. Simelaro, the motion to approve the Paid Invoices was approved.

Roll call vote:	President McNaney	Aye
	Vice President Hull	Aye
	Commissioner Carter	Aye
	Commissioner Simelaro	Aye
	Commissioner Damsker	Aye

27. Call for Adjournment

Mrs. McNaney wished everyone a Happy and safe Thanksgiving adjourned the meeting at 8:30 pm.



Respectfully Submitted,

Sandra Brookley Zadell  
Secretary

**Approved December 21, 2021**

/djl