

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## BOC BUSINESS MEETING MINUTES

March 22, 2022

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 March 22, 2022, Public Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Denise M. Hull at 7:01 PM. This meeting was recorded and visually taped.

### 2. Pledge of Allegiance

The Pledge of Allegiance was led by Eagle Scout, Joseph O'Mara.

### 3. Roll Call

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

Denise M. Hull	President
Katherine D. Carter	Vice-President (via remote access)
Martha A. Simelaro	Commissioner (via remote access)
Liz K. McNaney	Commissioner
Ruth S. Damsker	Commissioner
Sandra Zadell	Township Manager (via remote access)
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Nicholas Cross	Township Engineer
David Duffy	Chief of Police
Nathan Crittendon	Finance Director
E. Van Rieker	Zoning Officer
Rebecca Mason	Director of Wastewater Operations
John Interrante	Sanitary Sewer Engineer (via remote access)

### 4. Recognition of Joseph O'Mara for achieving the rank of Eagle Scout (will attend)

Mrs. Hull and the Board of Commissioners recognized Joe O'Mara for Achieving the rank of Eagle Scout. Joining him was his father and scout master. Joe graduated in 2020 and is currently attending Gwynedd Mercy College. He sincerely cares about helping others and feels grateful for those that serve in the military just like both of his grandfathers. For his Eagle Scout project, Joe designed, organized and led a project involving the collection of over 1000 personal care items and the assembly of care packages for US military members that were given to them prior to being deployed.

### 5. Announcement of Executive Sessions

Ms. Gallagher announced there were no executive sessions have occurred since last meeting.

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

Fred Hencken, 802 Clover Drive says he doesn't understand the five-minute rule of public comment. Mrs. Hull said we are trying to be fair and more efficient with the meetings.

Tom Borneman, 722 Green St. commented about the fair housing act. He said the Township has previously approved numerous housing developments and asks why this board continually seeks out high density housing? Mrs. Hull asked if this is in reference to 1500 Pennbrook Parkway to which Mr. Borneman replied yes. Mrs. Hull reminded him that the Township is at the very beginning stages of a possible future land development and residents will be invited to the meetings. She added that the applicant was required to leave the density unchanged and initial proposals has the density within the limits of zoning.

Dan Wallace, 848 commented on Firehouse Project and said he supports the signing of the Letter of Intent. He added he felt the best location for the new firehouse is at Sumneytown Pike and Allentown Rd.

### Denise M. Hull, PRESIDENT Finance/Personnel/Administration

### 7. Motion to approve Consent Items A – I (via roll call vote)

- A. Staff Department Reports
- B. Public Meeting Minutes of February 7, 2022
- C. Public Meeting Minutes of February 15, 2022
- D. Approval of Escrow Release #1 for Upper Gwynedd Equities, LLC Phases 3 & 4 of the Shoppes at Upper Gwynedd in the amount of \$51,790.20
- E. Approval of the North Penn YMCA 5K race on May 7, 2022 from 6 am – 11 am
- F. Approval of the appointment of Brian Rippert to the Parks & Recreation Advisory Board
- G. Approval of the Laurel House 5K Run on Sunday, October 16, 2022
- H. Motion to approve the Final Payment to JP Smith Contractors, Inc. for the repainting of the Operating Gallery at the WWTP in the amount of \$22,635.
- I. Motion to approve Payment #25 to Blooming Glen Contractors for the WWTP Hydraulic Expansion General Contract in the amount of \$49,982.75.

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

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

### 8. Motion to approve Resolution 05-2022, recognizing April 3-9, 2022 as National Library Week NWL Board Member Jocelyn Tenney will attend the meeting.

Mrs. Hull introduced Mrs. Tenney as an active member of our community and a big advocate for our local library.

Mrs. Tenney said Mrs. Blackledge was unable to attend. She thanked the Board for the resolution and added it is a time to celebrate our libraries across the nation. She went on to say how much she appreciates all the



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support we receive from UGT. On April 9th, we are going to have a Human Library Book Event from 11 am – 4 pm. where you can “check out” a human book. This event is to address diversity and cultural awareness. Mrs. Tenney said the library received a state grant for roof repairs and funding for an AED by the Visiting Nurses Association. Mrs. Tenney said the library is in need of book donations for an upcoming book sale on May 13 and 14, and any donations can be dropped off at the library. She again thanked the Township for their support.

Mrs. McNaney suggested we add the library's request for book donations to our weekly e-newsletter. Mrs. Hull read the resolution in its entirety.

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

9. Motion to approve Resolution 04-2022 allocating funding for the Underground Storage Tank Project in the amount of \$240,198 via transfer from the General Fund Reserve.

Mrs. Hull said this item was budgeted in 2021, but because of supply chain issues, the project was unable to be completed.

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

10. Motion to approve Resolution 09-2022 allocating funding for projects related to the WIP diversion.

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

11. Motion to approve the Temporary Telecommuting policy

The policy defines the regulations for working from home.

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

Fred Hencken asked what 'temporary' means. Mrs. Zadell said the word temporary means that it can be discontinued at any time and is only available for one (1) day per week for pre-approved employees.

12. Motion to approve the Non-Uniform Overtime Policy

Mrs. Hull stated any employee who gets called in for work after hours, they will be paid for a minimum of two (2) hours instead of the current policy of one (1) hour.

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

13. Motion to Approve the 36-month Service Agreement with Republic Services, for Waste management services, in the amount of \$628 per month from the General Fund, with an allowable 3% annual increase in cost for services.

Mr. Crittendon explained that we are in the process of reviewing vendor contracts. We were originally spending \$4000 per month and Ms. Luby in the Finance Department renegotiated the contract to \$628 per month with a savings of over \$27,000 per year.

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

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14. Motion to ratify the authorization for the Solicitor to sign onto the Amicus Brief on behalf of the Township

Ms. Gallagher said this is from the city of Philadelphia to join them in the Amicus Brief of the Uniform Firearms Act.

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

### **Katherine D. Carter, Vice President** **Public Safety**

15. Motion to approve signing the GCLGS Letter of Intent for the Fire House Project

Mrs. Carter said Chief Geiger did an in-depth presentation last week. The Letter of Intent is the first step of the process.

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

16. Motion to approve the MOU dated February 15, 2022 between Upper Gwynedd Township, The Upper Gwynedd 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

17. Motion to approve the purchase of a 2022 Ford Explorer for emergency use by the Deputy Fire Marshal in the amount of \$38,673 via COSTARS.

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

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

### **Ruth S. Damsker** **Zoning/Planning/Code Enforcement**

18. Motion to authorize the advertisement of Ordinance 2022-01, amending Chapter 169 "Subdivision and Land Development" Section 23 "Sidewalks"

Mrs. Damsker said the current code allows that sidewalks will be provided where required. The proposed ordinance change provides the option to determine a 'fee in lieu' of sidewalks. The proposed ordinance was reviewed by the UGT Planning Commission and the Montgomery County Planning Commission and incorporates the recommendation to include ADA curb ramps.



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

### Liz K. McNaney

#### Public Works/Parks/Recreation

19. Motion to authorize the advertisement of the bid for Equipment Rental with Labor for various stormwater projects

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

20. Motion to approve the purchase of a Uni-loader with Skid Steer Saw through COSTARS for the Public Works department in the amount of \$85,000 via roll call vote

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

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

21. Motion to approve the purchase of a Gator and Hopper for the Parks & Recreation Department in the amount of \$30,406.36 via COSTARS. Via roll call vote

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

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

22. Motion to approve the purchase of a Utility Vehicle and Snow Maintenance attachments for the Parks & Recreation Department in the amount of \$24,683.92 via COSTARS. Via roll call vote

This will help the Parks department clear the park paths during snowstorms.

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

Roll call vote:	President Hull	Aye
	Vice President Carter	Aye

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Commissioner McNaney	Aye
Commissioner Simelaro	Aye
Commissioner Damsker	Aye

### Martha A. Simelaro Wastewater Treatment

23. Motion to approve the purchase of a new Chlorine Tank in the amount of \$33,000 via COSTARS via roll call vote

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

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

24. Motion to approve Change Order #16 for the Hydraulic Expansion Project at the WWTP in the amount of \$171,500 for the removal and replacement of Bio Mag piping. via roll call vote

Mrs. Simelaro said the galvanized piping has corroded and is restricting flow which is causing operational issues with the Bio Mag System. It is to be replaced with PVC piping.

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

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

25. Motion to approve the sole source purchase of a Dumpster Veyor Trolley Parts in the amount of \$65,000 via roll call vote

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

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

### Other Business

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26. Motion to approve the March 2022 Open Invoices (via roll call vote)

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

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

27. Motion to approve the March 2022 Paid Invoices (via roll call vote)

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

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

28. Call for Adjournment

There being no further business, Mrs. Hull adjourned the meeting at 7:47 pm.



Respectfully Submitted,

Sandra Brookley Zadell  
Township Manager

**Approved April 19, 2022**

/djl