

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

BOC BUSINESS MEETING MINUTES

April 19, 2022

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

1. Call to order

The April 19, 2022, Public Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Denise M. Hull at 7:02 PM. This meeting was recorded and visually taped.

2. Pledge of Allegiance

In honor of Wastewater Week, the Pledge of Allegiance was led by Commissioner Martha Simelaro, our liaison to the Wastewater Treatment Plant.

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
Martha A. Simelaro	Commissioner
Liz K. McNaney	Commissioner
Ruth S. Damsker	Commissioner
Sandra Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Isaac Kessler	Township Engineer
David Duffy	Chief of Police
Nathan Crittendon	Finance Director via Zoom

Commissioner, Katherine Carter and Zoning Officer, E. Van Rieker were absent.

4. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session prior to this meeting to discuss matters of potential litigation and personnel.

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

Tom Borneman, 722 Green St. commented that two recent meetings (April 6 and 13) were not live streamed and questioned why they were not broadcasted. Mrs. Hull said the investment for equipment is misleading as we have to pay additional fees for a third party to live stream those meetings as we are unable to do it ourselves. The Board has agreed to limit our virtual meetings to two (2) Board of Commissioners meetings each month.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

6. Public Hearing – Ordinance 2022-01 – April 19th meeting

The purpose of this hearing is to hear comment pursuant to the consideration of Ordinance 2022-01, amending the code of Upper Gwynedd Township at Chapter 168 – “Subdivision and Land Development,” at Section 23 - “Sidewalks”.

Brief explanation by Lauren Gallagher, Township Solicitor

Ms. Gallagher read the above purpose and said the ordinance was drafted to add a fee in lieu of sidewalks if there are sidewalks normally required for development, that the Board waives.

Ms. Gallagher entered the following exhibits into record.

Exhibits:

- T1: Ordinance 2022-01
- T2: Proof of Publication of Legal Advertisement – March 28 and April 5, 2022
- T3: Comments from SEPTA
- T4: UGT Planning Commission Review Letter
- T5: Montgomery County Planning Commission Review Letter

7. Request for public comment

Dan Wallace, 848 Girard Ave., asked if the Board reviewed the comments from both Planning Commissions to which Mrs. Hull replied yes, she read them and assumed her fellow Board members did their job and read them also.

8. Close of Public Hearing

Mrs. Hull closed the public hearing before asking for a motion.

9. Motion to approve Ordinance 2022-01, Fee in lieu of sidewalks

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Damsker, the motion to approve Ordinance 2022-01 was unanimously approved.

Manager's Report

- ### 10. Motion to approve the Board of Commissioners Goals List for 2022/23
- 2022 Goals Report

As reported by Sandra Brookley Zadell, Township Manager

At the Special Meeting on April 6th the 2022/23 goals were discussed. Mrs. Zadell presented the BOC goals report. The Commissioners will focus on the following six (6) goals.

- Work with the Fire Department on a new building project
- Expand and update the TOD per the comprehensive plan with a focus on affordability

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

- Establish a Commissioners Scholarship Fund
- The BOC to visit social/cultural community groups within our community
- Focus on Infrastructure, Open Space and Traffic Calming
- Focus on Grant Acquisition

Mrs. McNaney said these are Board of Commissioners goals, not Township goals. Mrs. Zadell commented that Department Heads have goals, and all staff has goals, so it is appropriate that the Board have their own set of goals.

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Simelaro, the motion to approve the 2022/23 goals was unanimously approved.

Denise M. Hull, PRESIDENT Finance/Personnel/Administration

11. Motion to approve Consent Items A - L (via roll call vote)

A. Staff Department Reports

Parks & Rec	Public Works	Police	Zoning	Code Report
Eng. – EEMA	Eng. – RVE	UGFD	NPFD	VMSC

B. Public Meeting Minutes of March 14, 2022

C. Public Meeting Minutes of March 22, 2022

D. Escrow Release #1 to the Green Tree Group Contracting, LLC for the Jay Subdivision in the amount of \$24,898.50

E. Escrow Release #2 for the Shoppes at Upper Gwynedd in the amount of \$38,909.20

F. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended daily work hours and Sunday work to complete the exterior roof work on B75A Renovation Project. May 1 through December 18, 2022

G. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended daily work hours and Sunday work on WP63A Area Site Work. April 25 through December 18, 2022

H. Payment #1 to Derstine Company, LLC for the WWTP RAS Pump Replacement Project in the amount of \$29,250.00.

I. Proclamation declaring May 15 - 21, 2022 as Police Week in Upper Gwynedd Township

J. Proclamation declaring May 23 - 27, 2022 as Codes Week.

K. Proclamation declaring May 15 - 21, 2022 as Public Works Week in Upper Gwynedd Township

L. Authorization to release the maintenance bond for Colorcon's project in the amount of \$65,256.26

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

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

12. Motion to approve the authorization for enrollment and participation in the PLGIT/PFM Procurement Card program. Authorizing Township Staff to utilize the program to secure payment for expenditures and rebates received back as a result of participation be accepted into the Township's General Fund.

Mrs. Hull said this card is tailored to municipalities and will allow more levels of payment security and offer an additional source of revenue.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

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 Proclamation declaring April 30, 2022 as Arbor Day in Upper Gwynedd Township

Mrs. Hull read the entire proclamation for Arbor Day. Mrs. Zadell reminded residents that the EAC is selling trees for Arbor Day.

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

Katherine D. Carter, Vice President Public Safety

14. Motion to approve the purchase of a new emergency response vehicle from COSTARS vendor New Holland Auto Group in the amount of \$45,802. Via roll call vote

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

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

Ruth S. Damsker Zoning/Planning/Code Enforcement

15. Motion to approve Resolution 10-2022, updated Township fee schedule

Mrs. Damsker explained the fee schedule was last updated in 2019. The goal of updating the fee schedule is to make sure Township expenses are covered, not for additional revenue.

David Kinion, 1000 S. Broad St., said a fee schedule increase sounds like a tax increase. Mrs. Zadell said fees are directly related to one (1) property owner or to a developer for something specific that only benefits that property owner. Mrs. Hull said this is not to generate revenue, but to cover Township costs.

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

16. Motion to approve Resolution 11-2022, establishing an escrow fee schedule for SALDO

Mrs. Damsker said the escrow account covers the fees the developer incurs and will draw down on the escrow so taxpayer dollars are not used until a developer pays the fees associated with his land development.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

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**

17. Motion to approve the advertisement of the Intermunicipal Bid for Heating Oil

Mrs. McNaney said we are joining eleven (11) other municipalities in this bid.

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

18. Motion to approve the Bid for the 2022 Roads Program (bid opening on April 14)

Mrs. McNaney said we will decide on this at the May Worksession meeting. Mrs. Zadell stated that staff needs more time to review the bids before a recommendation can be made.

19. Motion to approve Resolution 14-2022, the Liberty Bell Trail Feasibility Study Endorsement

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

Martha A. Simelaro **Wastewater Treatment**

20. Motion to authorize the Township Manager to execute the Addendum to the Intermunicipal Agreement among Upper Gwynedd Township, Towamencin Township, and the Upper Gwynedd Towamencin Municipal Authority regarding withdrawal of Upper Gwynedd therefrom.

Mrs. Simelaro said this agreement was entered into on March 2, 2015. We are currently pending withdraw from the UGTMA which has been seceded by the Towamencin Municipal Authority. Ms. Gallagher said we are working with the Towamencin Solicitor to finalize the agreement so the approval will be subject to final approval by the Solicitor's office.

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Damsker, the motion was unanimously approved subject to final approval by the Solicitor's office.

21. Motion to approve Resolution 13-2022, 2021 Pre-Treatment Fees

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

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Other Business

22. Motion to approve the April 2022 Open Invoices (via roll call vote)

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

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

23. Motion to approve the April 2022 Paid Invoices (via roll call vote)

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

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

24. Call for Adjournment

Mrs. McNaney reminded everyone of our Unity for Kindness Day on April 30th at 11 am as well as our Arbor Day Tree Sale in the morning.

Mrs. Hull adjourned the meeting at 7:31 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved May 24, 2022

/djl