

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

BOC BUSINESS MEETING MINUTES

August 16, 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 August 16, 2022, Public Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Denise M. Hull at 7:04 PM. This meeting was recorded and visually taped.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Cecilia Aversa.

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
Martha A. Simelaro	Commissioner
Ruth S. Damsker	Commissioner
Sandra Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Nicholas Cross	Township Engineer
David Duffy	Chief of Police
Nathan Crittendon	Finance Director

Commissioner Liz McNaney and Zoning Officer E. Van Rieker were absent.

4. Recognition of Cosimo Aversa for 5 years of service to the Township (will attend)

The Board recognized Public Works employee, Cosimo Aversa for 5 years of service. Mrs. Hull said that Willard Troxel, Superintendent of Public Works had this to say about Mr. Aversa. Cosimo has been an asset to PW since he arrived and is a conscientious worker, going above and beyond what is asked and expected of him. He gets along with everyone he meets and is a great family man. He will be greatly missed in Public Works as he is moving to the Wastewater Department. Mrs. Hull said the Board is greatly for all he has done for the Township and realize what an asset you are to the team. We wish you the best in your new position at the WWTP,

5. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session prior to this meeting to discuss several items of personnel.

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

Mrs. Hull said that several questions were posed at the August 8th meeting. The responses given by Township Manager, Sandra Zadell are included below.

Carolyn Powell asked where will the 479 units listed in Comprehensive Plan be located?

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Mrs. Zadell emailed Ms. Powell with this response. Last night at our Board of Commissioners Work Session you posed the following question, "Where will the 479 units be built" in reference to the forecasted housing need graphic on page 37 of our comprehensive plan. Just above that graphic the Comp Plan states, "Upper Gwynedd is expected to see an increase in population size of 1,125 individuals between 2015 and 2045 based on population forecasts from the Delaware Valley Regional Planning Commission (DVRPC)3. Table 10 below shows a calculation for the **estimated** future 2045 housing demand for the township based on the forecasted 2045 population and other demographic factors."

As the verbiage in the plan suggests, this is an estimate for growth based on our forecasted increase in population over this time period. (see page 38). As the growth model is an estimate, we can't tell you where future growth will occur, as it isn't proposed yet. Proposals for Land Development projects are initiated by land owners/developers, not the Township

Related to the DVRPC growth estimates, here is some information to help you understand how they come up with their estimates and why we utilize them. DVRPC is our designated Metropolitan Planning Organization (MPO). Here is a description of an MPO from the Federal Transit Administration:

[https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/metropolitan-planning-organization-mpo#:~:text=A%20Metropolitan%20Planning%20Organization%20\(MPO,the%20metropolitan%20transportation%20planning%20process.](https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/metropolitan-planning-organization-mpo#:~:text=A%20Metropolitan%20Planning%20Organization%20(MPO,the%20metropolitan%20transportation%20planning%20process.)

DVRPC also has a nice breakdown of all of their data sources at this location: <https://www.dvrpc.org/data>. They use six main sources of information to compile their data, including aerial imagery, GIS Data, Regional indicators, surveys, travel counts and demographics. They list Kim Korejko as their Data Manager on their page and their phone number is 215-592-1800.

We inform residents about upcoming land developments in each newsletter. The picture below is from our Spring/Summer newsletter that was mailed to residents in April. This summarizes all of the active applications we have in the process of construction, those that are approved but not yet in the construction phase, and those in the pipeline going through the approval/application process for Subdivision and Land Development. As the newsletter is only mailed out three times per year, this list is updated in each edition. You can stay up to date on other proposals as they come along by following the Planning Commission's agendas/minutes or checking out Van's report each month.

The Walters group proposal isn't on the list, as they haven't filed a Land Development application yet. The Walters Group proposal/application has been posted in our Planning Consultant's monthly report at our Board meeting since March 14th, 2022. We received the Walters Group's application for a change of Zoning on March 2, 2022.

If you haven't done so already, please sign up for all of the alerts and newsletters on our Township Website. We send a weekly newsletter as well as notify residents about upcoming agendas. This will help you stay notified about what is on agendas, and happening in the Township. On our homepage, there is a button marked "unsubscribe". That will take you where you need to go to sign up.

Karen Verillo asked who received comp plan survey?

Mrs. Zadell responded, I wanted to follow up on the questions you asked during this week's public comment section. You asked about the survey in the comp plan. The comp plan survey was open as noted in the meeting from February 8, 2019 to October 15, 2019. Our public outreach strategies are outlined in the plan on page 4. You can find the full plan document at our website here: <https://www.uppergwynedd.org/2040compplan>

Our strategies were:

- Social media outreach and township newsletter updates (Fall 2018 – ongoing)
- Public open house #1 (February 2019)

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- Community survey (Spring-Summer 2019)
- Community vision statement survey (Spring 2020)
- Virtual listening session (January 2021)
- Virtual public open house #2 (February 2021)
- Public meetings to discuss draft plan (Spring 2021)

Fred Hencken asked why didn't the Board mail comp plan surveys?

Mrs. Zadell emailed Mr. Hencken with this response. In the meeting you asked why we didn't choose to mail surveys to every residence in the Township while collecting data from the comp plan. To note, 3 of our current 5 elected officials weren't on board during the collection of the survey data (Feb 2019-October 2019).

Additionally, the cost to mail a survey to every residence is prohibitive. It would cost \$ \$3,124.00 to mail them as post cards, or \$4,260 if we sent letters. In general, municipalities rarely mail surveys to the entire township. We rely on our established modes of communication- website, enews, social media, and printed and mailed newsletter to help reduce costs. We also held publicly advertised open house events for the public to attend and share information about their thoughts on the comp plan.

Carl Smith asked if UGT endorsed any grant for the Walters Group? Mrs. Zadell responded by email that no endorsement was made by staff or the Board of Commissioners.

Comments of August 16, 2022

Carl Smith 815 McIntosh Way complained about the lack of information regarding the Pennbrook Parkway proposal. Asked when the Board is going to let us know what you have planned for this property.

Mrs. Damsker responded to Mr. Smith that he has unfairly characterized this Board as not being transparent.

Fred Hencken, 802 Clover Dr. asked how we justify spending money for a survey by the Gailey Group but not on the comprehensive plan survey. Does the Township have any socioeconomic distress data? How does the Pennbrook Project benefit the current residents? Has UGT applied for any state, county or federal grants that support subsidized housing? Mrs. Zadell replied no, the Township has not applied for any such grants.

Mrs. Zadell said the comprehensive plan is a vision document and the figures in it are projections.

Roger Hammond, 757 Brian Way, commented on the Pennbrook application. He asked if the Board will decide on the text amendment instead of going through the zoning channel? He also requested the Board have this application go through the zoning process.

Ms. Gallagher said the current application is for a text amendment that will go through the planning commission and will be a public process before going to the Board of Commissioners.

Tom Borneman 722 Green St. had comments on the democratic agenda. He asked if the democratic party is trying to make Upper Gwynedd a sanctuary township. Mrs. Zadell said a sanctuary city has never been considered by this Board.

Mrs. Hull clarified the total cost of the comprehensive plan as \$77,209 to be spread out over six years or \$12,868 per year.

Mark Connelly, 11 Kearney Dr. hopes that PECO is not reneging on their offer for the Powerline Trail since this item was dropped from the agenda. He said connective trails are beneficial to the community. Mrs. Zadell said PECO has not withdrawn their offer and we are just reviewing all the insurance documentation before bringing it to the Board.

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7. Public Hearing – Ordinance 2022-04

The purpose of this hearing is to hear comment pursuant to the consideration of Ordinance 2022-04, to create Chapter 70 – "Drug Paraphernalia," providing for the creation of a summary offense for possession with intent to use drug paraphernalia

Brief explanation by Lauren Gallagher, Township Solicitor

Ms. Gallagher entered the two exhibits into record. She said this will create a local summary offense regarding drug paraphernalia and will give officers discretion to downgrade those charges for marijuana.

Exhibits:

T1: Ordinance 2022-04

T2: Proof of Publication of Legal Advertisement – July 27 and August 3, 2022

8. Request for public comment

9. Close of Public Hearing

Mrs. Hull closed the hearing.

10. Motion to approve Ordinance 2022-04, Drug Paraphernalia

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Simelaro, the motion to approve the Ordinance 2022-04 was unanimously approved.

11. Public Hearing – Ordinance 2022-05

The purpose of this hearing is to hear comment pursuant to the consideration of Ordinance 2022-05, amending the code of Upper Gwynedd at Chapter 161 – "Stormwater Management: Skippack Creek Watershed" to update and refine the MS-4 Program

Brief explanation by Lauren Gallagher, Township Solicitor

Ms. Gallagher read the above purpose and entered the two exhibits into record.

Exhibits:

T1: Ordinance 2022-05

T2: Proof of Publication of Legal Advertisement – July 27 and August 3, 2022

12. Request for public comment

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13. Close of Public Hearing

Mrs. Hull closed the hearing.

14. Motion to approve Ordinance 2022-05, Stormwater Management: Skippack Creek Watershed

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Damsker, the motion to approve the Ordinance 2022-05 was unanimously approved.

Denise M. Hull, PRESIDENT Finance/Personnel/Administration

15. Motion to approve Consent Items A – F (via roll call vote)

- A. Staff Department Reports
- B. Public Meeting Minutes of July 11, 2022
- C. Public Meeting Minutes of July 19, 2022
- D. Approval of escrow release #3 for Roosevelt Court in the amount of \$148,710.75
- E. Approval escrow release #3 for the Shoppes at Upper Gwynedd in the amount of \$28,993.36
- F. Approval of the final escrow release for the Enclave at Gwynwood Farms in the amount of \$9,957.81

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

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

16. Motion to approve the Employee Accident & Illness Prevention Program

Mrs. Hull explained this is to minimize the frequency and severity of employee accidents and illnesses.

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 advertisement of the bid for Residential Leaf & Yard Waste Collection and Disposal

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

18. Motion to approve Resolution 25-2022, Tax Assessment Policy

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

19. Motion to approve the resignation of Janki Patel from the Human Relations Commission and to advertise the vacancy

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

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20. Motion to ratify the approval of Dan Farris as Director of Wastewater Operations

Mrs. Hull said Mr. Farris has a long career in wastewater management and is very familiar with the Upper Gwynedd WWTP having worked for our engineering firm for a long time and is very familiar with our recent plant expansion. He is a wealth of knowledge about all things wastewater and are excited to have him on our team.

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

20A. Motion to ratify the discharge of Employee #0052

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

Katherine D. Carter, Vice President Public Safety

21. Motion to authorize the Township Manager to execute an agreement with Safe City Solutions to perform a staffing study of the UGT Police Department

Mrs. Carter said each year at budget time we evaluate staffing levels with the police and other departments. Several of our officers (sergeants) are currently in DROP will be retiring in the next several years.

Ismaine Ayoub, 744 Mallard Place said this seems like a great study. He asked if residents were asked about police staffing levels and services. Mrs. Zadell said this plan looks at metrics and call volume to see what the appropriate staffing levels is and not necessarily if the department is doing a good job. Chief Duffy asks for input for many police service calls. This is an opportunity for residents who use police services as a way to provide input about the service they received. Mr. Ayoub also asked if the study will be based on the current population and does it take into account an increase in housing. Mrs. Zadell said she believes the study will be based on current population to evaluate our current staffing needs. Chief Duffy said the information the study asks about total call volume, all crimes, current population based on the census, daytime population based on business activity as well as several other statistics. He added that Safe City has a lot of experience analyzing the data. Mr. Ayoub also asked if the study is part of a pro police agenda to strengthen and empower the police department, to improve services or is it an attempt to justify a decrease in funding of the police department. Mrs. Hull replied that we are not looking to decrease staffing but are looking at appropriate levels of staffing. Mrs. Zadell said this board has already approved a staffing increase last year for the police department of one additional FT officer (not a replacement) and 2 canine dogs to the force.

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

22. Motion to begin the hiring process for one Police Officer in accordance with our Civil Service Rules

Mrs. Zadell said this is for a replacement of a police officer.

George Cressman, 612 Brookwood Lane commented that the Chief Duffy seems to have all the statistics needed. Mrs. Hull said we are looking to make a more informed decision. The cost of the study is between \$6500 - \$7500.

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

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Ruth S. Damsker

Zoning/Planning/Code Enforcement

Mrs. Damsker said she worked closely with PECO and said we are the last community they have approved for easements to building the Power Line Trail.

Liz K. McNaney

Public Works/Parks/Recreation

23. Motion to approve the advertisement of the bid for Snow Plow Equipment Rental with Labor

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

24. Motion to approve the Rec Desk as the new Parks and Rec Software for 2023

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

25. Motion to approve the Home at Last 5K race on October 29, 2022

Mr. Hencken asked where the route is for the race? Mrs. Hull said it starts at Parkside Place but will get him a map.

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

26. Motion to approve the purchase order for SWERP's pipe lining project in the amount of \$600,229 (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 Simelaro	Aye
	Commissioner Damsker	Aye

27. Motion to approve the sale of 5 pieces of Parks & Recreation equipment on Municibid in the amount of \$19,635

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

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Martha A. Simelaro
Wastewater Treatment

Other Business

28. Motion to approve the August 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
	Vice President Carter	Aye
	Commissioner Simelaro	Aye
	Commissioner Damsker	Aye

29. Motion to approve the August 2022 Paid Invoices (via roll call vote)

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

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

30. Call for Adjournment

Mrs. Simelaro said the Upper Gwynedd Carnival will be held on September 8 – 11. The Board of Commissioners will be raising money by selling ice cream sundaes for their scholarship fund to help pay for kids camp.

Mrs. Hull adjourned the meeting at 8:05 pm.

Respectfully Submitted,

Sandra Brookley Zadell
Secretary



Approved September 20, 2022

/djl