

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

BOC BUSINESS MEETING MINUTES

August 17, 2021

1. Call to order

The August 17, 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

Township Engineer, Isaac Kessler 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
Sandra Brookley Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Isaac Kessler	Township Engineer
David Duffy	Chief of Police
David Brill	Finance Director
E. Van Rieker	Zoning Officer

Commissioners Katherine Carter and Ruth Damsker were absent.

4. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session before this meeting on August 17, 2021 to discuss matters of personnel and matters of litigation.

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

There was no public comment.

6. Public Hearing – Ordinance 2021-03

The purpose of this hearing is to hear comment pursuant to the consideration of Ordinance 2021-03, amending the code of Upper Gwynedd Township at Chapter 195 – "Zoning," at Section 12 – "R2 Residential District," to add Subsection C – "Side and Rear Yard Exceptions for non-conforming lots"

Mrs. Hull suspended the regular meeting and opened the first hearing. She then read the above purpose.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Brief explanation by Lauren Gallagher, Township Solicitor

This ordinance will create an exception for side and rear yard non-conforming lots in the R2 Residential District. This will apply to existing lots that are non-conforming because they are undersized by lot area or width and which were not previously subject to approval pursuant to section 195 19b2, PSR planned single-family residential district or section 195 27 lot averaging, R2 residential zones.

Ms. Gallagher introduced and entered the following exhibits into record.

Exhibits:

T1: Ordinance 2021-03

T2: Proof of Publication of Legal Advertisement – July 27 and August 3, 2021

T3: UGT Planning Commission Review Letter

T4: Montgomery County Planning Commission Review Letter

7. Request for public comment

There was no public comment.

8. Close of Public Hearing

Mrs. Hull closed the public hearing.

9. Motion to approve Ordinance 2021-03, side and rear yard exceptions for non-conforming lots

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Simelaro, the motion to approve Ordinance 2021-03 was unanimously approved.

10. Public Hearing - Resolution 29-2021

The purpose of this hearing is to hear comment pursuant to the consideration of Resolution 29-2021, Adopting and approving the Upper Gwynedd 2040 Comprehensive Plan

Mrs. McNaney read the above purpose. She said in September of 2018 the Township contracted with the Montgomery County Planning Commission (MCPC) to begin updating the Comprehensive Plan which hadn't been updated since 2004. The focus of the Comprehensive Plan was to revisit all the relevant aspects as outlined in the Municipal Planning Code to provide renewed information on the Township's changing demographic, housing needs, parks, recreation development and the needs of the business community. The goal was to establish future objectives and priorities, to offer perspectives on redevelopment, address opportunities for vacant properties as well as properties in transition, landscape improvements, walkability and transportation issues and the protection of natural and historic resources. A steering committee and subcategory groups were established consisting of staff, residents, business owners, and committee members. The steering committee met monthly for over 2 years led by County Planner, Marley Bice to create this long range community vision and to establish guidelines to meet that vision. Resident meetings were held to solicit resident feedback in person and virtually.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Brief explanation by Lauren Gallagher, Township Solicitor
Ms. Gallagher introduced and entered the exhibits into record.

- T1: Resolution 29-2021
- T2: Proof of Publication of Legal Advertisement – August 2 & 9, 2021
- T3: Montgomery County Planning Commission Review Letter
- T4: Notification Letters

11. Request for public comment

There were no public comments

Mr. Rieker said Ms. Bice did a great job leading us through the Comprehensive Plan process.

Presentation by Marley Bice, MCPC Planner

Ms. Bice presented a slide show of the highlights of the Comprehensive Plan. She said the Steering Committee members worked hard providing feedback, reviewing data and information, and guided the public engagement activities

Five (5) Public engagement events

- March 2019 Open House
- Survey – Spring Summer 2019
- Vision Statement Survey - Spring 2020
- Virtual Listening Session - January 2021
- Virtual Public Open House #2 - February 2021

Chapters of the plan include the following;

- Introduction – describes the planning process including the Community Vision Statement and summarizes how the plan is consistent with the neighboring municipalities
- Background – includes detailed demographic summary related to population trends, housing and household types, educational attainment and employment data,
- Land Use – includes a summary of existing and future land use patterns as well as recent land development trends
 - Existing land use map
 - Proposed 2040 future land use map
- Housing and Neighborhoods – looks at housing distribution, housing value
- Economic Development – retail spending analysis, employment data focuses and trends in commercial land use. It focuses on Transit Oriented Development
- Community Services and Institutions – summarizes local and regional institutions and facilities and services. It focuses on health
- Transportation – divided into 4 sections to reflect the 4 most common forms of transportation (vehicular, walkability, bike ability and public transit. This chapter includes the 2040 priority sidewalk network
- Environmental Sustainability – Focuses on sustainable practices
- Parks and Open Space – Goal is to complete a Township-wide Parks/Recreation and Open Space Master Plan and to expand and enhance the Township's trail network
- Historic Preservation – Provides detailed summary and a map of properties that are currently listed as historic or deemed historic. It includes an updated inventory of the historic farmhouses in the Township.
- Focus Areas – covers 3 geographic focus areas
 - West Point Village – plan recommends the continuation of the character of mixed uses on West Point Pike and enhancing the northern gateway, sidewalk connections and parks

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

- Sumneytown Pike Corridor West – Future land use is a mix of commercial at major intersections, several institutions including Merck frontage and a range of housing. Key recommendations include creating a master plan for undeveloped land on Allentown Road, encouraging redevelopment of Sumney Forge Shopping Center with outdoor dining, and improving pedestrian crossings and sidewalks throughout the corridor
- Sumneytown Pike Corridor East – Future land use is entirely commercial with some recreation and commercial on the south side. The key recommendation is to complete master plan for the properties that intersect Church Rd., West Point Pike and Sumneytown Pike
- Implementation – Includes the summary table of the recommendations and strategies detailed in each chapter

Mrs. McNaney thanked Ms. Bice for her leadership and vision for the Township.

12. Close of Public Hearing

Mrs. McNaney closed the public hearing.

13. Motion to approve Resolution 29-2021, Adoption of the Upper Gwynedd 2040 Comprehensive Plan

Mrs. Hull said this was one of the first goals for Commissioners Hull and McNaney as they saw the need for this and is thrilled this is finally happening. She is grateful to Ms. Bice and those who helped make this happen.

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Simelaro, the motion to approve Resolution 29-2021 was unanimously approved.

14. Financial Report (Dave Brill) As reported by David Brill, Finance Director

- Update

General Fund forecast

Revenues

- Revenue is ahead by \$79,000 for real estate taxes
- Real estate transfer taxes are higher this year than last by \$81,000 and we are on pace to make \$100,000 over budget
- Earned income tax is slightly ahead by \$48,000 from last year and is forecasted to be better than \$700,000 over last year
- Revenue is strong for the year based on wages and employment
- Licenses, Permits, Cable TV is slightly below last year by \$10,000 based on lower cable tv service because people are using streaming services instead of cable tv
- Zoning and land development fees are lower this year than this time last year, but Mr. Brill feels this is a timing issue and should finish out the year strong.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Expenses

- Administration is slightly better, but we should end right on budget
- Information Technology (IT) is a higher expense item than last year because we have increased our spending to increase our level of IT security
- Public Works is slightly higher, but that is a timing issue
- Parks/Rec is spending more this year because of live events, but should be right on budget at year end
- Employee Medical is slightly under from last year because we've had some open positions and our rates from DVHT are favorable.

Mr. Brill said we are in a great financial position with an overall favorable to budget of \$905,000. There are several things we can do with the excess funds such as increasing spending in the fourth quarter, increasing the capital reserve allocation to support the 5-year capital plan or leave it in the General Fund increasing overall reserves.

Mrs. Zadell recommended investing that excess into our capital plan because we have \$3.75 M worth of capital projects over the next 5 years.

Liz K. McNaney, PRESIDENT Finance/Personnel/Administration

15. Motion to approve Consent Items A-J (via roll call vote)
A. Staff Department Reports

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

- B. Public Meeting Minutes of July 12, 2021
C. Public Meeting Minutes of July 20, 2021
D. Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours work to perform crane lifts on Building WP38 NE Roof Replacement Project. Sundays beginning September 5 – October 31, 2021
E. Deluca, West Prospect Avenue Escrow Release #1 in the amount of \$84,561.21
F. Payment #2 to Allan Myers for the 2021 Roads Program in the amount of \$237,943.96
G. Payment #16 to Eastern Environmental Contractor for the WWTP Hydraulic Expansion Electrical Contract in the amount of \$10,125.04
H. Payment #23 to Blooming Glen Contractors for the WWTP Hydraulic Expansion General Contract in the amount of \$84,258.70
I. Payment #2 to Blooming Glen Contractors for the WWTP Chemical Feed Replacement in the amount of \$73,226.21
J. Payment #20 to PACT One for the Force Main & Pump Stations in the amount of \$77,102.87

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

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

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

16. Motion to approve the advertisement of Ordinance 2021-01, HRC amended Ordinance

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

17. Motion to authorize Lauren Gallagher, Township Solicitor to sign on behalf of the Township, the Assessment Appeal Stipulation agreement for ColorCon, Inc.

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

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

18. Motion to approve Resolution 30-2021 - Revised Recorded Plan for Merck B50

Presentation by Greg Landis, IPS and Merck Representative.
Also present Tom Alvarez, Merck and David Brooman, attorney for Merck.

Mr. Landis said Merck is looking to add additional space off the side of the loading dock to an already approved plan. A small addition of 1150 sf to first floor, 1381 sf to the second floor, and 1381 sf to the third floor for a total of 3,912 sf or 3.8%. Mrs. Hull said the Township Fire Marshal found the plans to be satisfactory.

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**

19. Motion to approve the advertisement of Ordinance 2021-04, amending the current traffic ordinance allowing "no blocking intersection" signage to be placed at Oakland Place

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

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

20. Motion to approve the 6th Annual Home at Last 5K Race on Saturday, October 30, 2021, 9 am – 12 pm

Mrs. Simelaro said this is for a dog rescue organization.

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

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

21. Motion to approve the Walk the Wissahickon event on Sunday, September 26, 2021

Mrs. Simelaro stated this walk starts at Parkside Place along the Green Ribbon Trail and has different ending locations based on how far you want to walk.

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

22. Motion to approve the Carnival Parking Contract with Merck

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

Martha A. Simelaro **Wastewater Treatment**

Other Business

23. Motion to approve the August 2021 Open Invoices (via roll call vote)

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

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

24. Motion to approve the August 2021 Paid Invoices (via roll call vote)

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

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

25. Call for Adjournment

Mrs. McNaney went over all the intergovernmental partnerships the Township is involved in with surrounding municipalities.

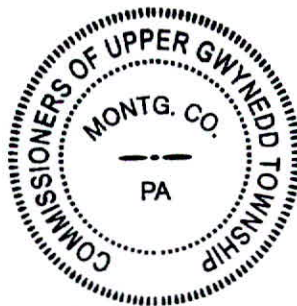
- Uniform Construction Code Joint Board of Appeals with North Wales Borough
- 2-day vaccine clinic with North Wales Borough
- Center Street improvements with North Wales Borough

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

- Liberty Bell Trail feasibility study with seven (7) other municipalities (Souderton, Telford, Franconia, Hatfield, Hatfield Borough, Lansdale and North Wales Borough)
- Consortium Fuel Bid with twelve (12) municipalities
- Whites Rd. Park improvements with Lansdale Borough
- Service on MCATC Board (Mrs. McNaney has been elected as Secretary of the Board)
- Wissahickon Water Quality Partnership (several municipalities and wastewater treatment plants are involved.)
- EAC meeting with representatives from New Hanover Township, Upper Dublin Township and participation in regional EAC events
- DVHT Board - leadership role for Mrs. Zadell

Mrs. McNaney congratulated Mrs. Zadell on being elected to the DVHT Board as well as staying in close contact with managers from other municipalities.

Mrs. McNaney adjourned the meeting at 8:00 pm



/djl

Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved September 21, 2021