

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING MINUTES

February 10, 2020

1. Call to order.

The February 10, 2020, 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.

2. Pledge of Allegiance

Mark Connelly, newest member of the Zoning Hearing Board, led the Township 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
Sandra Brookley Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Russell Benner	Township Engineer
David W. Duffy	Chief of Police
E. Van Rieker	Zoning Officer
Sarah Prebis	Parks & Rec Director
Rebecca Mason	Director of Wastewater Operations

Commissioner Ruth S. Damsker was absent.

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

There were none

Departmental Reports

5. Manager's Report

As reported by Sandra Zadell, Township Manager

Flow Diversion Project: Update

Mrs. Zadell said the contractor is working on Garfield Avenue, and may work past the posted date of February 17th because of rainy weather. She added Township staff and Bill Brown, our sanitary sewer engineer are working on scheduling another resident meeting to present Phase 3 of the project.

Mrs. Zadell talked about our website and highlighted the e-subscribe that allows you to get notifications from the Township. You may select which notifications you wish to receive.

She also reminded everyone that our Parks and Rec Department has discount tickets available for area attractions such as the Flower Show and ski lift tickets. Also available are movie tickets at \$10 each.

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In the Public Works Department, she reported that crews are working on repairing potholes around the Township. She asked that residents please adopt a storm drain in your neighborhood to keep it clean of leaves and debris.

Mrs. Zadell said the 2020 Census is coming soon. She stressed the importance for getting counted as the numbers affect funding that the Township receives.

She also announced the Board of Commissioners Goals Report will be coming out next month that will outline the goals of the Board for 2020 and 2021.

6. Planning and Zoning Report (E. Van Rieker)

As reported by Van Rieker, Zoning Officer

- ZHB #19-05 – Provco Remand - Started 6/25/19; continued to future date TBD
Mr. Rieker said the next two items deal with the proposed Wawa at the site of the former Sumney Tavern. The remand should be set for the March 24, 2020 ZHB meeting.
- ZHB #19-07, Provco Substantive challenge
Testimony was completed on October 8, 2019. This has been continued to the February 25, 2020 ZHB meeting.
- 229 Morris Road – Preliminary/Final 3 lot subdivision
This will be resubmitted as a 2-lot subdivision. It is adjacent to the Reserve at Gwynedd
- ZHB 20-1 – Gwynedd Park – variance to permit permanent community sign
This will be heard at the February 25, 2020 ZHB meeting
- Roosevelt Court – 9-lot Subdivision, requires Zoning Map Amendment from R-2 to R-3.
This is scheduled for the Planning Commission on February 12, 2020. This subdivision is on State St. This proposal has been around for 9 – 10 months, combining several movie lots to create a unified parcel. It is on a path to be reviewed by the Upper Gwynedd Planning Commission and the Montgomery County Planning Commission.

Mr. Rieker added, we received notice from the Worcester Township ZHB regarding the installation of a billboard on the Northeast Extension. We will review this at the PRC meeting. Mr. Rieker recommends that we send our solicitor to the Worcester ZHB meeting to better understand what the impact of this billboard will be.

Someone from the audience asked, what is a remand?

Ms. Gallagher replied, that is when a matter is appealed to a higher court and the higher court finds that there is some error in procedure or how the case was decided and they send it back to the Zoning Hearing Board for further consideration.

Mrs. McNaney commented that the Park Place Diner is now displaying a leased sign. Mr. Rieker said they will need to file a Use & Occupancy Permit so we can check to make sure the health, safety and welfare codes are being met. Nothing has been submitted at this time.

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7. Engineering Report (Russ Benner)

As reported by Russ Benner, Township Engineer

- **Sumneytown Pike Bridge Project**
We received the final signed contract documents from the contractor last Friday and will review them prior to getting Township signatures. A pre-construction meeting will be scheduled soon. We will be adding notices to our website regarding the bridge lane closures soon.
- **2020 Roads Program**
Mr. Benner said this project will go out to bid this week. The ADA ramps are by design/build so the contractor will design the ramps and construct them so there is better value and better precision of the design. T&M will review the ADA design of the ramps and will inspect them as they are constructed. The bid should be awarded in March with ramps built first, then the milling/overlaying of the roads should happen over the summer.

Department Spotlight

8. Parks & Recreation presentation on Earth Day Community Garden by Sarah Prebis, Parks & Rec Director

Ms. Prebis introduced herself and said she has been with the Township for the past 6 months. She said some new events are planned for 2020. We are going to try a Community Garden and will begin it on Earth Day, April 22. An Eagle Scout will build three (3) raised garden beds. This year we will grow, peppers, tomatoes and cucumbers and some native flowers which we will plant in mid-May. Plants will be started with seedlings and if we have an abundance, we will share the crop with the community. The location will be on the corner of the Woodland Trail. School groups are being recruited to help tend to the crops.

Ms. Prebis said these events are coming soon; Teen Camp for ages 12 - 15, Goat Yoga where goats are brought in from a local farm for the yoga practice and the goats walk on you putting pressure on your back. Also scheduled is a trip to visit Washington DC while the cherry blossoms are in bloom, and an improved Parkside Place Day Camp with the addition of inflatable water slides, fire truck and ice cream truck.

9. Wastewater Treatment Plan presentation on FOG (Fats, Oils, Grease) by Rebecca Mason, Director of Wastewater Operations

Mrs. Simelaro introduced Rebecca Mason, Director of Wastewater Operations. She said we are extremely fortunate to have Rebecca as she is well known in the wastewater arena. She was recently highlighted by the Eastern PA Wastewater Pollution Control Operators Association (EPWPCOA) magazine. She has a crew of 11 working for her. She oversees all aspects of the WWTP, Collection Systems and Pump Stations.

Ms. Mason presented the FOG management program. FOG is Fats, Oils, and Grease which is created during the cooking process. It can cause backups in your sewer system. Vegetables, meat, poultry, dairy products all create FOG. She said we are focusing on educating the residents and area businesses to control FOG. Fats are solid at room temperature (butter, shortening, margarine), Oils (olive, corn) and Grease causes the biggest problem because it is liquid when you put it down the drain, but solidifies when it cools and hardens to the inside of the pipe. Ms. Mason added that yellow grease are inedible oils that can be recycled from the food preparation process such as deep fryer oil. Brown grease causes the biggest issues as it either settles to the bottom or floats to the top of a grease trap and is much more difficult to recycle for other uses (bacon grease, olive oil) and just sticks to the inside of the pipe.

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Ms. Mason went on to say we have a legal responsibility to manage FOG and wastewater. The Clean Water Act of 1977 regulates the pre-treatment program that is governed by EPA and all reporting is sent to EPA. Section 40 of the national pre-treatment program prohibits the discharge of solid or viscous pollutants in amounts that will cause destruction and chapter 155 of the sewer code addresses putting things down the drain that will cause obstructions. FOG causes clogged pipes, damage to pump stations and equipment. It is also very corrosive, creates noxious gases and puts us at risk for sanitary sewer overflows.

Ms. Mason said the FOG management program is focused on public education. Inspections are part of our new program. Preventive maintenance is the best thing you can do. Homeowners should not put any FOG down the drain, let it harden, then put it in the trash. Businesses should regularly clean their grease traps. If you are having an issue with FOG, we can help you find a solution. She added, we help local business implement best management practices for preventive maintenance. She said we have 42 food service establishments in our collection system, and we train them on what they should be doing. We also do regular and surprise inspections, random sampling from the manhole and perform video inspections to help identify a clogged pipe.

Mr. Rieker added that the Use and Occupancy Permits are monitored by our sanitary sewer engineer, EEMA which requires restaurants to participate in the FOG program and have a pre-treatment plan in place.

10. Police Department presentation on Crime Watch by Chief David Duffy and Susan McKnight

Chief Duffy introduced Susan McKnight who is on the administrative staff in the Police Department. Ms. McKnight handles complaints and requests for police reports. She is the Mobile Command Post (C-100) operator/coordinator and is the third public information officer in the department handling much of the social media.

Ms. McKnight introduced the new Crime Watch portal and said many of the counties in PA use Crime Watch to get information out to the public. We have used Facebook, Twitter, Nextdoor and Instagram. Crime Watch streamlines the communication between Facebook and Twitter. Now we just have to post on Crime Watch and it will disburse the information to Facebook and Twitter. Ms. McKnight strongly suggests resident register on Crime Watch and subscribe to the alerts on the website. She added you can access the Crime Watch portal by going to the website at www.uppergwyneddpolice.org or through the Township website at www.uppergwynedd.org and click the police department link. Ms. McKnight said there are many things you can do on this website such as submit tips which help provide additional information to our officers and you can click the crime tab to see recent arrests. There is a cases tab which residents can submit information pertaining to a particular case and an incidents tab which will alert you of things happening such as traffic or collision.

Ms. McKnight said under the forms tab, you can obtain a Right to Know request and a Camera Registry Form. The camera registry will be launched shortly in which you can register your security camera that may help provide additional information regarding incidents near your home. Under the resources tab, there is a lot of information on domestic violence, fraud, emergency preparedness, scams, suspicious persons and more. There is also information regarding snow emergencies. During a snow emergency, vehicles must be moved off the streets. There is a section on residents with special needs and you can register on the site so the officers are prepared to help someone with special needs. You can obtain information through this portal on the Junior Police Academy, special services and child safety kits. Ms. McKnight also pointed out that there is a drug disposal drop off (pill form only) in the foyer of the Police Department. She stressed the focus of Crime Watch gives us the ability to communicate with the community in a timely manner and as effectively as possible. Ms. McKnight stated that information is disbursed to the community as quickly as possible with as much detail as we can without compromising an investigation, so everyone stays informed.

Mrs. Carter asked if you have to take the labels off the pill bottles before putting them in the drop off. Ms. McKnight informed her that you do not have to take off labels as the pills are burned so no one will see your personal information.

Mrs. Zadell said it was great to see our staff highlight the work they do and thanked the staff that presented this evening. Next month we will be highlighting three (3) other departments; finance, code enforcement and public works.

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Liz K. McNaney, PRESIDENT **Finance/Personnel/Administration**

11. Motion to approve the Department Reports filed by Township Staff.

[Parks & Rec](#)

[Public Works](#)

[Police](#)

[Zoning](#)

[Code Report](#)

[Eng. – EEMA](#)

[Eng. – T&M](#)

[UGFD](#)

[NPFD](#)

Mrs. McNaney said these reports were included in the packet for review.

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

12. [Motion to authorize Sandra Zadell to sign on behalf of the BOC, the Engagement Letter for Legal Services with Kilkenny Law for Zoning Hearing Board Solicitor](#)

Mrs. McNaney said we recently made a change to our ZHB solicitor. The Zoning Hearing Board approved the appointment of Patrick Hitchens from Kilkenny Law Group.

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

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

13. Comprehensive Plan Steering Committee Update

Mrs. Hull said the comprehensive plan is something we do to plan for the future of the Township. We are contracted with the Montgomery County Planning Commission to update the Comprehensive Plan and have 17 volunteers on the committee as well as staff and members of the Planning Commission. We have been gathering information to make plans for the direction we want the Township to move over the course of the next twenty (20) years. She added we recently wrote our community vision statement through 2045 that will be unveiled to the public soon for feedback.

14. [Motion to approve the contract with Traisr for GIS software applications](#)

Ms. Weaver said the current GIS software is difficult to use so we got proposals from a number of vendors. The Traisr proposal is the one we found would be best for the Township. This will allow us to have a more robust software and more functionality to better serve the residents.

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

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15. [Motion to appoint Jack Ferguson as a full member of the Zoning Hearing Board by Resolution 08-2020](#)

Mrs. Hull said we had another vacancy on the ZHB. Jack Ferguson is currently an alternate and this appointment is to fill the vacancy and make him a full member of the ZHB. We will be posting the alternate vacancy soon to fill that position.

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

Katherine D. Carter
Public Safety

Ruth S. Damsker
Public Works/Parks/Recreation

16. [Motion to advertise the bid for Equipment Rental and Labor for various Stormwater Projects](#)

In Mrs. Damsker's absence, Mrs. McNaney said this is for projects the Public Works Department can't complete on their own due to length and complexity of the project. This was approved in the 2020 budget.

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

17. [Motion to approve the purchase of Storage Containers for the Public Works Department](#)

Mrs. McNaney said this was approved in the 2020 budget with an estimated cost of \$15,000. The Public Works Department will get estimates from several vendors prior to submitting a purchase order.

Mrs. Carter questioned the pricing and asked for clarification. Mrs. McNaney said it is for two (2) 40' containers with an estimated cost of \$15,000 complete.

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

18. [Motion to approve Resolution 07-2020 \(Background checks\)](#)

Mrs. McNaney said this resolution amends the current policy for background checks lining up with state mandated law. Currently, we are doing more than what is required but we don't have 100% compliance because of the difficulty getting the FBI fingerprints.

Ms. Prebis added the state requires these checks once every 5 years and we will do the checks once every 3 years so we are still doing more than the state mandate.

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

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Martha A. Simelaro Wastewater Treatment

19. [Motion to approve the advertisement of the bid for the replacement of a manhole and associated pipe at Swedesford Rd. and Britt Rd.](#)

Mrs. Simelaro reported the manhole at Swedesford & Britt Rd. is brick and is deteriorating structurally. It is to be replaced with a new concrete cast manhole chimney.

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

20. [Motion to approve the completion of the Cured in Place Pipe \(CIPP\) Project by Mobile Dredging and Video Pipe Services through COSTARS](#) – Contract #016-116

Mrs. Simelaro said this project will repair 34 sewer laterals on South Broad St. The connection repairs will cost approximately \$58,000 which is in the 2020 budget.

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

Other Business

21. Announcement of Executive Session

Ms. Gallagher said the Executive Session will take place after the meeting and will be summarized at the next meeting.

22. Call for Adjournment

Mrs. McNaney thanked the Department Heads for their reports and adjourned the meeting at 8:05 pm.

Respectfully Submitted,

Sandra Brookley Zadell

Sandra Brookley Zadell
Secretary

/djl

Approved April 6, 2020