

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING MINUTES

April 6, 2020

7:00 pm

This meeting was held virtually due to the COVID-19 pandemic. The public was notified of the special meeting via an ad in The Reporter as well as our website and other social media. The public was invited to call in and ask questions.

1. Call to order.

The April 6, 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

Mrs. McNaney led the Pledge of Allegiance followed by a moment of silence for the two (2) Upper Gwynedd Township residents that lost their lives to COVID 19.

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
Ruth S. Damsker	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
David Brill	Finance Director

Mrs. Damsker joined the meeting following public comments at 7:05 pm due to some technical difficulties. Mr. E. Van Rieker, Zoning Officer, was absent.

Ms. Gallagher announced that Executive Sessions were held on March 30 and March 31, 2020 to discuss matters of personnel.

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

There were no public comments. There were no emails prior to the meeting with questions.

Departmental Reports

5. Manager's Report

As reported by Sandra Brookley Zadell, Township Manager

Mrs. Zadell said this recorded meeting will be posted on the website tomorrow.

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- Flow Diversion Project: Update

The contractor received a waiver from the Governor, so work is continuing down Moyer Blvd. Mrs. Zadell reminded everyone to practice social distancing if you have any questions for the workers at the site.

On Thursday, Officer Fred Lynch will be doing a DARE program on Facebook Live. Sarah Prebis, Parks and Rec Director has been doing daily crafts programs.

- COVID 19 – Update

Mrs. Zadell said the Township is open for business but closed to the public. We are operational and functional, just not on a face to face basis. The Police and Fire Departments continue to help citizens, Public Works is working in small shifts doing projects around the Township and the Wastewater Treatment Plant is working in small shifts to remain operational. Mrs. Zadell thanked the Volunteer Medical Service Corps (VMSC) for doing an amazing job at providing medical services.

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

As reported by Megan Weaver in Mr. Rieker's absence

- ZHB #19-05 – Provco Remand - Started 6/25/19;

This has been continued to May 26, 2020

- 229 Morris Road – Preliminary/Final 2 lot subdivision

This is scheduled for the Planning Commission on May 13, 2020

- ZHB 20-1 – Gwynedd Park – variance to permit permanent community sign

This has been continued to May 26, 2020

- ZHB 20-2 – Smith, 876 Clover Dr.

This requires a variance to permit an in-law suite. It has not yet been scheduled

- ZHB 20-3 – Cardinal Hollow Winery

This is a request to amend conditions of a 2016 decision by the ZHB and to allow a "Tiki Bar/Smokers Lounge" and to allow for related off-site parking

- Roosevelt Court – 9-lot Subdivision,

This requires a Zoning Map Amendment from R-2 to R-3. It is scheduled for the Planning Commission on May 13, 2020. The text amendment to allow conditional use was also submitted

- 645 Jones Ave. – 3-unit land development.

This is scheduled for the Planning Commission on May 13, 2020

Mr. Greg Landis asked when Cardinal Winery will be presenting. Ms. Weaver said it has not been scheduled at this time.

Mrs. McNaney said there are sections of fence around Gwynedd Walk (Cottage Ave.) that are down and in need of repair. She asked who is responsible for fixing it. Ms. Weaver will follow up and arrange to have the fence repaired.

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7. Engineering Report (Russ Benner)

As reported by Russ Benner, Township Engineer

- Sumneytown Pike Bridge Project
This project was awarded to Bi State Construction. They began work but had to stop due to the Governor's orders. It is not known if they applied for a work waiver.
- 2020 Roads Program
The bids were reviewed, and a recommendation of award is included later in the agenda for the Board's consideration
- Construction Sites Update
Mr. Bob Argust of T&M Associates regularly inspects construction sites to see if they are being safely maintained

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

8. 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](#)

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

9. [Motion to approve the minutes of the Public Meeting held on February 10, 2020](#)

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion to approve the minutes of February 10, 2020 was unanimously approved.

10. [Motion to approve the minutes of the Public Meeting held on February 24, 2020](#)

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Hull, the motion to approve the minutes of February 24, 2020 was unanimously approved.

11. [Motion to approve the minutes of the Public Meeting held on March 9, 2020](#)

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Hull, the motion to approve the minutes of March 9, 2020 was unanimously approved.

12. [Motion to approve the minutes of the Public Meeting held virtually on March 30, 2020](#)

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Simelaro, the motion to approve the minutes of March 30, 2020 was unanimously approved.

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13. [Motion to approve Resolution 12-2020, extending the Real Estate Tax discount period](#)

Mrs. McNaney said we approved the extension of the real estate tax discount period to May 31, 2020 at the last meeting and are now ratifying the Resolution.

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion to approve Resolution 12-2020 was unanimously approved.

14. [Motion to approve Resolution 13-202, extending the Real Estate Tax face value period](#)

Mrs. McNaney said we approved the extension of the real estate tax face value period to July 31, 2020 at the last meeting and are now ratifying the Resolution.

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Hull, the motion to approve Resolution 13-2020 was unanimously approved.

Ms. Gallagher said we are complying with all the rules of the Sunshine Act with respect to how the meetings are being conducted.

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

13. [Motion to approve the Merck & Co. waiver request from Chapter 113-1 &124-5 for afterhours crane work on Building 14 Roof Replacement Project; Sundays in April, May and June 2020](#)

Mrs. Hull said the first three (3) requests involve crane work at various Merck sites. These are in addition to the scheduled Saturday dates.

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

14. [Motion to approve the Merck & Co. waiver request from Chapter 113-1 &124-5 for afterhours crane work on Building 56 High Roof Replacement Project; Sundays in April, May and June 2020](#)

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

15. [Motion to approve the Merck & Co. waiver request from Chapter 113-1 &124-5 for afterhours crane work on Building 75B Roof Replacement Project; Sundays in April, May and June 2020](#)

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

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16. [Motion to approve the Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work on Gate 3 Pipe Rack Project; Sundays in April, May and June 2020](#)

Mrs. Hull reported this project is to lift rack towers and rack sections into place along a path of 30 preinstalled piers. The total length of the pipe rack is 1,320 feet. The location is in the center of the Merck site and noise is not expected to be an issue.

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

17. [Motion to approve the Final Escrow Release and return the original letter of credit for performance security dated August 31, 2015 to Better Living Homes for the Preserve at Gwynedd/Samantha Court Land Development.](#)

Mrs. Hull said the developer, Better Living Homes is requesting their original letter of credit. T&M has provided the final escrow release. All public improvements have been dedicated and the maintenance period began on July 22, 2019.

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**

18. [Motion to approve the Emergency Declaration dated April 6, 2020](#)

Mrs. Carter said we need to ratify the emergency declarations which entitles the Township to any funding should it become available and allows us to suspend some normal procedures and rules that we normally need to follow.

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

Ms. Gallagher said we are recommending the Board of Commissioners update the emergency declarations every week in order to comply with regulations for funding.

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

19. [Motion to approve the bid award for the 2020 Roads Program with ADA Ramps to Allan Myers, Inc. in the amount of \\$783,899.05](#)

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

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20. [Motion to approve the bid award for the Equipment Rental with Labor for Stormwater Projects to Floyd G. Hersh, Inc. in the amount of \\$296,640](#)

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

21. [Motion to approve the RFP for the Power Line Trail](#)

Mrs. Zadell announced that Mr. Benner reviewed the RFP and made some suggestions about how to improve the RFP. We will revise the RFP and put in on a future agenda.

Mrs. Damsker thanked Sarah Prebis for her creative work.

Martha A. Simelaro **Wastewater Treatment**

Mrs. Simelaro asked the residents to sign up for email notifications to keep up with Township activities.

Other Business

22. Call for Adjournment

Mrs. Hull reminded everyone that the primary election has been postponed to June 2, 2020. She said you can fill out a mail in ballot. She also said she donated blood today and encouraged others to do the same. Mrs. Hull said to check the Red Cross website to find a nearby location.

Mrs. McNaney said each day at 3 pm the County Commissioners go live to inform us of the status of COVID 19 and encouraged residents to watch.

Chief Duffy reminded everyone to regularly check the social medial pages; Police, Township, Fire Marshal, Jeff Tomczak for updates. He added the police are available 24/7 and to dial 911 to reach the police even if it is not an emergency.

Mrs. McNaney thanked 4 residents for making face masks for Township personnel.

Mrs. McNaney adjourned the meeting at 7:45 pm and wished everyone well.

Respectfully Submitted,

Sandra Brookley Zadell

Sandra Brookley Zadell
Secretary

/djl

Approved May 4, 2020