

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## PUBLIC MEETING MINUTES

May 4, 2020  
7:00 pm

This meeting was held virtually due to the COVID-19 pandemic. The public was notified of the 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 May 4, 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. This meeting is being recorded and visually taped.

### 2. Pledge of Allegiance

Mrs. McNaney 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
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
E. Van Rieker	Zoning Officer
Sarah Prebis	Parks & Rec Director

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

There were none

Ms. Gallagher announced the Board of Commissioners met in executive session on April 30, 2020 and May 4, 2020 to discuss matters of personnel. No deliberation occurred and no official action was taken at either meeting.

## Departmental Reports

### 5. Manager's Report

As reported by Sandra Brookley Zadell, Township Manager

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- Flow Diversion Project: Update  
The contractor is continuing on Moyer Blvd and should be finished by May 11, 2020 in that area. They will proceed to the Green Ribbon Trail and it will be closed for approximately one (1) month. The contractor will work as quickly as possible in this area. Mrs. McNaney asked if anyone will be able to get on the Green Ribbon Trail. Mrs. Zadell said the construction section will be closed but the rest of the trail will be open. We will post information to the website once we have the map of the Green Ribbon Trail.
- COVID 19 - Update  
Ms. Weaver added a COVID-19 hub to the Township website that is specific to Upper Gwynedd. Mrs. Zadell showed how to get to this hub and the COVID-19 information that is displayed on the page. She stressed that Township staff is working and still here for the residents.

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

As Reported by Van Rieker, Zoning Officer

All of the ZHB applications will be advertised again. The Zoning Hearing Board will add a special meeting in June to accommodate all of the recent ZHB applications.

- 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. Mr. Rieker feels this will be an action item.
- ZHB 20-1 – Gwynedd Park – variance to permit permanent community sign  
This has been continued to May 26, 2020. There is no provision for this type of sign in the Township zoning code.
- ZHB 20-2 – Smith, 876 Clover Dr. – Variance to permit in law suite  
This is scheduled on June 9, 2020. The variance is required to permit the in-law suite outside of the footprint of the house.
- ZHB 20-3 – Cardinal winery request to amend conditions of ZHB 2016 decision and to allow a “Tiki Bar/Smokers Lounge” and to allow for related off-site parking  
This is scheduled on June 9, 2020. They have a wine tasting room and host some special events throughout the year. They are looking to expand their hours of operation and to add a Tiki Bar. Mr. Rieker sent a letter to their attorney asking for additional information about the proposed tiki bar. The applicant is also asking for remote parking which requires a variance. They are scheduled to present at the next Plan Review Committee meeting. Mr. Rieker said he will suggest the Board have their solicitor attend the June 9 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 May 13, 2020. The text amendment to allow conditional use also submitted. This may be an action item and could be before the Board in June or July

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- 645 Jones Ave. – 3-unit land development.  
This is scheduled for the Planning Commission on May 13, 2020. The applicant wants to remove two (2) old buildings and construct a 3-unit land development. They have ZHB approval and are now in the sub-division and land development phase. The neighbors will be notified following the May 13, 2020 meeting.

Mrs. McNaney asked if anyone had any comments. There were none.

### 7. Engineering Report (Russ Benner)

As Reported by Russ Benner, Township Engineer

- Sumneytown Pike Bridge Project  
The governor lifted the construction order on May 1, 2020. Bi State Construction is trying to finalize their staging of materials for this project. Construction is anticipated to start next week with a 3-4-week construction period.
- 2020 Roads Program  
T&M received and reviewed all the documents from contractor Allan Myers. They will be sent to the Township for signature.
- Construction Sites Update  
Bob Argust of T&M makes weekly visits to construction sites to monitor the sites. Gwynedd Ridge has resumed construction and hopes to be completed by the end of the year.

Mrs. McNaney asked if anyone has any questions for our engineer. There were none

### **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. Simelaro seconded by Mrs. Damsker, the motion to approve the department reports was unanimously approved.

### 9. [Motion to approve the Minutes of the Public Meeting held virtually on April 6, 2020](#)

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Carter, the motion to approve the Minutes of April 6, 2020 was unanimously approved.

### 10. [Motion to ratify the memo on Social Distancing dated 4/17/20](#)

Mrs. McNaney said we are following the guidelines of the CDC and the PA Department of Health. Mrs. Zadel said these guidelines are to keep our staff safe and healthy such as practicing social distancing, sanitizing vehicles and workspaces, wearing a mask and more.

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion to approve the memo on social distancing was unanimously approved.

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

11. [Motion to approve the Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work on Building 29 Renovation Project; Sundays in May and June 2020](#)

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

12. [Motion to approve the Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours on B63 Manufacturing Building for Mechanical Equipment Skid Installations; weekdays in May & June until 10 pm](#)

Mrs. Hull said Merck needs the extended hours to fulfill the social distancing policy of the governor. Greg Landis said the dates for this item should include May.

Mrs. Hull included weekdays in May & June until 10 pm in her motion.

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

13. [~~Motion to authorize the advertisement of Ordinance 2020-01—amending Chapter 168 of the Township Code—SALDO~~](#)

#### **Motion to table Ordinance 2020-01**

Mrs. Hull made a motion to table this item so it may be discussed further by the Board.

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

14. [Motion to approve the Pillar Agreement for 137 Providence Lane](#)

The resident at 137 Providence Lane would like to install a fence on his property, but it would cross a Township easement. This agreement lists all the rules and procedures he must follow in order to install the fence.

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

## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

### **Katherine D. Carter** **Public Safety**

15. [Motion to ratify the Emergency Declaration dated April 13, 2020](#)

Mrs. Carter said the Emergency Declarations are regarding the COVID-19 pandemic.

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

16. [Motion to ratify the Emergency Declaration dated April 20, 2020](#)

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

17. [Motion to ratify the Emergency Declaration dated April 27, 2020](#)

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

18. [Motion to approve the Emergency Declaration dated May 4, 2020](#)

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

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

19. [Motion to approve the advertisement of an RFP for the Power Line Trail](#)

Mrs. Damsker said this item is for an RFP for a feasibility study for the Power Line Trail. This was included in the 2020 budget. We will send letters to residents close to the trail route and will host meetings for residents to educate them about the trail.

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

Mrs. Prebis said this is a study for the 6-mile power line trail. She added we will hire an engineer to show us the best route for this trail.

Mrs. McNaney said the residents who may be impacted by the trail will be notified to get their input and feedback about the trail before decisions are made.

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### Martha A. Simelaro Wastewater Treatment

20. [Motion to approve payment #8 to Eastern Environmental Contractors for the WWTP Hydraulic Expansion Project \(Electrical\) in the amount of \\$6,030 \(via roll call vote\)](#)

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

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

21. [Motion to approve payment #5 to PACT One Construction for the Pump Station & Force Main Project in the amount of \\$293,139 \(via roll call vote\)](#)

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

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

22. [Motion to approve payment #14 to Blooming Glen Contractors for the WWTP Hydraulic Expansion Project \(General Mechanical\) in the amount of \\$151,800.50 \(via roll call vote\)](#)

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

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

- 22A. Motion to participate in the May study with BioBot

This item was a last-minute addition to the agenda.

Ms. Mason, Director of Wastewater Operations said she is proposing the Township participate in a study with BioBot. BioBot is a startup company funded by Harvard University, MIT and Brigham Young Women's Hospital. Samples of our influent flow is tested for the genetic markers for COVID-19. From these samples, they can come up with an estimate of how many people in our service area are infected with COVID-19. She went on to say there are no privacy issues with the study because the sample is an aggregate of the entire service area which encompasses flow from Upper Gwynedd Township and several surrounding municipalities. There are currently 170 facilities across 37 states that are participating. They have opened enrollment for an addition 230 facilities. Ms. Mason proposed the Upper Gwynedd Township Wastewater Treatment Plant participate in order to gain a better understanding of how widespread COVID-19 is in our service area. This will allow local officials to make more informed decisions about going forward with reopening. The cost is \$120 per kit for the month of May. BioBot will be covering the testing costs. All we pay for is the cost of the kit and shipping which is \$120.

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Sampling frequency is determined by the wastewater facility. Starting in June, BioBot will no longer be doing the testing pro bono and the cost will increase to \$1,200 per kit. Ms. Mason suggested we get enrolled now and start sampling at the introductory pro bono rate for the month of May and then reassess for the month of June with the cost increase. We are free to opt out of the study at any time.

Mrs. McNaney clarified that we only have to participate the month on May. Mrs. Simelaro said this can provide an early warning of any new outbreaks.

Ms. Mason recommends testing 2-3 times per week, but we can cut back if there is not much change in the data.

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Hull, the motion to participate in the study with BioBot was unanimously approved.

### Other Business

#### 23. [Motion to approve the payments of April 2020 Paid Invoices via roll call vote](#)

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

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

#### 24. Call for Adjournment

Chief Duffy said he did a Facebook live session recently on traffic enforcement. He added the officers have increased their visibility and enforcement efforts regarding the recent increase in traffic. He said the officers are doing touchless traffic stops to keep everyone safe.

Mrs. McNaney said this Saturday at 9 am, the Board of Commissioners is helping Pizza Time Saloon hand out free breakfasts. It is their way of thanking the Community. She encouraged residents to stop by for breakfast.

Mrs. Hull asked residents to please vote by mail. She also added that Montgomery County is currently at 63% complete for the 2020 Census.

Mrs. Damsker encouraged everyone to go online to process a mail in ballot. All voting locations will be in the schools for this primary election.

Mrs. McNaney hopes everyone stays safe and continues to practice social distancing.

Mrs. McNaney adjourned the meeting at 8:06 pm.

Respectfully Submitted,

Sandra Brookley Zadell  
Secretary