

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING MINUTES

May 18, 2020

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.

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

1. Call to order

The May 18, 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 following individuals were in attendance:

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
Sarah Prebis	Parks & Rec Director

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

There were none

5. [Motion to approve the Minutes of the Special Public Meeting held virtually on April 30, 2020](#)

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Simelaro, the motion to approve the Minutes of April 30, 2020 was unanimously approved.

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6. [Motion to approve the Minutes of the Public Meeting held virtually on May 4, 2020](#)

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Hull, the motion to approve the Minutes of May 4, 2020 was unanimously approved.

7. [Presentation by PFM](#)

As presented by Bikram Chadha, PFM Advisors

Mr. Chadha gave an update on the investment of client assets for the Police Pension and VEBA funds. This is an extension of the discussions that have been ongoing with the Police Pension Board. Mr. Chadha says the Police Pension and VEBA are invested in a diverse portfolio. PFM has created their own diverse client portfolios that are multi-managed. The PFM investment committee consists of nine (9) members averaging over thirty (30) years of experience. All of the PFM mutual funds are sub-advised. Mr. Chadha displayed the current line-up of funds with a mix of Domestic Equity, International Equity and Fixed Income Funds. He presented the performance and portfolio characteristics of each of the funds.

8. [Motion to authorize the change in investment platform for the Police Pension and Police VEBA Plans to the Multi-Manager Platform offered by PFM Asset Management](#)

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

9. [Motion to approve Resolution 14-2020, Pre-treatment Fees for 2019](#)

Mrs. McNaney said this is something that is done on an annual basis. Mr. Brill says this relates to the Wastewater Treatment Plant. He said the pre-treatment fees gives the Township a chance to recoup the costs that we incur from businesses that discharge to our facility.

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

10. [Finance Update: Presentation by David Brill, Finance Director](#)

Mr. Brill said in April, Mrs. Zadell suspended all discretionary spending on operating and capital items until the financial outlook for the year is reevaluated in July. The budget for the General Fund is \$13,909,690 and our forecasted budget is \$12,043,946. We anticipate a shortfall in the General Fund of \$1,865,744 much of it is a result of COVID-19. The shortfalls are occurring as lost revenue in the following areas: transfer taxes - \$930,700, permits and fees - \$233,300 and park and rec fees have a shortfall of \$310,440 because of cancelled programming. Mr. Brill went on to say that because of the proactive focus to eliminate or postpone discretionary spending, we anticipate a savings of \$1,591,553 as a result of pay/benefits savings, operating expenses savings, capital spending savings and PEMA & other grants. Mrs. Zadell added these are not full year cuts and this forecast will be continually examined. Mr. Brill said as of 12/31/19, the fund balance was \$10,110,207 and the forecasted fund balance to be \$9,931,935 showing a deficit of \$178,272. The Township continues to maintain a good fund balance and a healthy financial position. With this potential deficit, the Township still has 8.6 months of spending in reserves, which is outstanding. Mrs. Zadell said we are still providing a high level of service to the residents. The Roads program, Trail Feasibility Study, Bridge Project and WIP Project have still proceeded and were not suspended.

There were no questions from the Board or the public.

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11. Announcement of Executive Sessions

Ms. Gallagher said the Board of Commissioners met in Executive Session on May 7, 2020 and May 14, 2020 to discuss matters of personnel.

12. [Motion to ratify Upper Gwynedd Township's COVID-19 Return to Work Policy](#)

Mrs. Zadell said this policy established return to work protocol should any of our employees develop COVID-19.

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

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

Katherine D. Carter
Public Safety

13. [Motion to ratify the Emergency Declaration dated May 11, 2020](#)

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

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

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

15. Emergency Management COVID 19 Update: Township Manager, Sandra Zadell

Mrs. Zadell stated she is giving this update on behalf of our Emergency Management Coordinator, Jeff Tomczak. There are currently a reported 98 positive cases of COVID-19 with 31 fatalities in the Township. There is no data on those that have recovered. All of this information can be found on our COVID-19 hub on our website. Mr. Tomczak also makes contact with our congregate care facilities to connect them with county resources for equipment (Personal Protective Equipment, PPE) that may be available. He also makes contact with the local emergency services groups such as ambulance and fire. Mr. Tomczak also holds weekly meetings with area North Penn emergency officials and other emergency personnel. He relays all the information from these groups to Township staff and Board. The Upper Gwynedd Fire Department has resumed normal operations with social distancing policies in place.

Mr. Tomczak has also purchased PPE for Township staff. Several residents have made masks for our staff. He recently held a Facebook Live event with Senator Maria Colette regarding resources that are available to our

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residents. Mr. Tomczak has completed an updated Emergency Management Plan, but it must be presented in person, so it is on hold until we resume in person meetings.

Mrs. Zadell said we are grateful to Mr. Tomczak as he has been a great resource for guidance and information and is thankful for his service to the Township. She added he is always there when we need him. Mrs. McNaney agreed and said we are thankful for his guidance through this pandemic. The Commissioners and Chief Duffy agreed.

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

16. Summer Camp Cancellation: Discussion/Presentation by Sarah Prebis, Parks & Rec Director

Mrs. Prebis gave an update on our programming. She has been in touch with all of her peers in the area. Everyone is doing a wait and see regarding a resumption of programming. Mrs. Prebis said she is using guidelines from the Pennsylvania Recreation & Park Society (PRPS). There is a red, yellow and green phase as well as a phase out. Trails are open in all phases. This outlines what can / cannot open during each phase. Mrs. Prebis added that she feels pickleball and tennis can possibly resume in the yellow phase if social distancing is followed. All other sports will open in green (limited) or in phase out. The Community Center and Snack Bar is recommended to remain closed in the yellow and red phases. Mrs. Prebis said a survey was posted and fifty (50) residents responded regarding Upper Gwynedd camps. 55% of respondents were very likely/likely to send their child to the Parkside Place Camp. 50% of respondents answered that in order for them to send their child to camp, the state guidelines would have to be lifted and a stringent cleaning of the camp environment would have to occur. When asked what you would like to see if camp cannot take place, the overwhelming majority said pop up smaller events at Parkside Place and online live entertainment.

Mrs. Zadell suggested that tennis and pickleball open in the green phase because of touching the ball. Mrs. McNaney asked if the players can wear gloves? Mrs. Prebis suggested we place a sanitizing station at the courts. A discussion ensued regarding sanitizing some of the parks with a machine. Mrs. Prebis said playgrounds would open in the green phase, but the castle playground is a concern as it does not get much sunlight. Refunds have been issued for all cancelled events. Mrs. Prebis continues to teach programming virtually. Mrs. McNaney thanked Mrs. Prebis for her presentation and said we will continue to monitor and follow the governor's orders.

Mrs. Zadell asked if the Commissioners are happy with these guidelines, so we know how to proceed with programming. Mrs. Damsker feels the guidelines are appropriate. Mrs. McNaney said Mrs. Prebis will update us as we move forward. The Board agreed with the guidelines as presented.

Martha A. Simelaro **Wastewater Treatment**

17. Motion to approve payment #1 to BSI Electrical for the WIP Pump Stations Project in the amount of \$32,400 (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

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18. [Motion to approve payment #6 to PACT One Construction for the Pump Station & Force Main Project in the amount of \\$471,736.80 \(via roll call vote\)](#)

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

19. Flow Diversion Update

Ms. Weaver said the project is currently in Phase 3. The construction on the Township open space area east of North Wales Road has been completed and the WWA Green Ribbon trail was completed today. Tomorrow, excavation will commence on the Double Z property in preparation of installing the pipe under the SEPTA tracks and the contractor will be mobilizing to the Valley Forge Road pump station site and addressing the open space areas.

Other Business

20. Motion to approve the payments of the May 2020 Open Invoices 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 the payments of May 2020 Paid Invoices via roll call vote](#)

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Simelaro, 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. Call for Adjournment

Chief Duffy said the Police Department has increased their presence along Sumneytown Pike to calm traffic. He added they are encouraging residents to improve their driving habits through police visibility and warnings. Chief Duffy stated the police are in full service to the residents. He went on to say the police have done a lot of online/

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virtual training along with practical training with face masks, enforcements and safety scenarios related to our current situation.

Mrs. Hull said 75.1% of residents have filled out their census. She encouraged all residents to please complete the census as it results in funding for the Township. She also asked residents to vote by mail and get their ballots in soon.

Mrs. Simelaro said on behalf of the Wastewater Treatment Plant, please do not flush wipes down the toilet.

Mrs. McNaney said we are all attending webinars and working with other municipalities regarding the pandemic. We rely on information from the Montgomery County Health Department and the State. She said County Commissioner Arkoosh offered wise pieces of information about how to wear your mask. Dr. Arkoosh stressed it is important to cover your nose as well as your mouth with the mask. By wearing your mask, you have respect for your community and respect for individuals that may be fighting cancer or another auto immune type disease. Mrs. McNaney said she has observed people wearing the masks. She said it is important to listen to the science and the health experts and to wear masks as well as practice social distancing.

She wished everyone a safe and Happy Memorial Day.

Mrs. McNaney adjourned the meeting at 8:30 pm.

Respectfully Submitted,

Sandra Brookley Zadell

Sandra Brookley Zadell
Secretary

/djl

Approved June 8, 2020