

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING MINUTES

November 23, 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 participate by calling in or by submitting questions in advance.

1. Call to order

The November 23, 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
Ruth S. Damsker	Commissioner
Sandra Brookley Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Isaac Kessler	Township Engineer
David W. Duffy	Chief of Police
David Brill	Finance Director
E. Van Rieker	Zoning Officer

Commissioner Katherine Carter was absent.

4. Announcement of Executive Sessions

Ms. Gallagher said the Board of Commissioners met in Executive Session on the following dates.

- November 16 to discuss matters of collective bargaining, personnel, and potential litigation
- November 23 to discuss various items of personnel

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

There was no public comment.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

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

6. Motion to approve the Minutes of the Public Meeting held on October 5, 2020

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion to approve the October 5, 2020 minutes was unanimously approved.

7. Motion to approve the Minutes of the Public Meeting held on October 19, 2020

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Hull, the motion to approve the October 19, 2020 minutes was unanimously approved.

8. Motion to approve the Budget Work Session Minutes of October 13, 2020

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Simelaro the motion to approve the Special Budget Meeting Minutes of October 13, 2020 minutes was unanimously approved.

9. Motion to approve the Budget Work Session Minutes of October 22, 2020

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion to approve the Special Budget Meeting Minutes of October 22, 2020 minutes was unanimously approved.

10. Motion to authorize the advertisement of the 2021 Holiday & Meeting Calendar

Mrs. McNaney announced the Board of Commissioners will have a work session on the second Monday and a business meeting on the third Tuesday of the month in 2021. The Environmental Advisory Council was also added to the calendar. All meetings will be virtual until further notice.

Mrs. Hull requested the calendar be amended to add the correct date of November 2, 2021 as Election Day.

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

11. Motion to ratify the advertisement of Ordinance 2020-10, WIP Financing

Mrs. McNaney reminded everyone to click on the blue links in the agenda to get additional information about each item.

Jamie Schlesinger and Melissa Hughes from PFM Advisors and Pat Scott and Pauline Markey from Obermayer were present.

Mr. Schlesinger said the goal is to provide \$5.5M in funds for the WIP project and to refinance existing debt of \$2.6M. We received proposals from area lenders to get the best rate possible and received ten proposals. We received a 1.14% rate for ten (10) years from TD Bank. This loan is prepayable with no penalties. The refinanced rate for the existing loan will be cut in half from 2.3% and will save the township over \$77,000. This loan will be settled before the end of the year and the total of the loan is \$8,180,000M.

Mr. Scott said as a result of timing, the ad for the Ordinance was advertised last week in order to follow procedure. He summarized the Ordinance which acknowledges the WIP project and the refinancing of the Univest note. It accepts the TD Bank Proposal and authorizes the Township to sign with TD Bank. The Ordinance was posted on Friday and some minor revisions were presented today which clarified some language in the Ordinance.

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

12. Motion to approve Ordinance 2020-10, WIP Financing

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

13. Proposed reading of the 2021 budget

Presentation by Sandra Zadell, Township Manager

Mrs. Zadell announced there will be no tax increases for 2021 and this the seventh (7th) year in a row with no increase in taxes. Mrs. Zadell said revenues were down in 2020 which resulted in changes being made. COVID-19 had a significant negative impact on Local Services Tax (LST) and Earned Income Tax (EIT) so spending was frozen. Total revenue in 2021 is \$11,837,831 with the majority coming from taxes. Total expenses for 2021 is \$13,119,777 most of it being spent on Police. Expenses are 6% over our 2020 expenses because of the spending freezes, as some of these projects were put on the 2021 budget to make up for what was not completed in 2020.

Mrs. Zadell said some of the projects for 2021 include increased staffing for the police department and the addition of a canine unit. We are adding a part-time person in the finance department and will increase our investment in IT security. We will also be completing the Comprehensive Plan in 2021. ParkSci Playground will be resealed in 2021 with increased programming in Parks and Rec. We will continue with our aggressive I/I program and will add one (1) additional staff member at the WWTP.

Mrs. Zadell added, we have a good deal of infrastructure investment planning with the repair and replacement of the Sumneytown Pike Bridge. We will work on the Haines Run Streambank Restoration Project. There are over \$2M in General Fund Capital Expenditures to help fund these projects along with grants.

The 2021 budget has approximately 9.9 months of spending in reserve. The Township's debt ratio is extremely low. She announced that 2021 has aggressive capital spending but remains in a stable financial position for upcoming year.

Mrs. McNaney thanked Mrs. Zadell, Ms. Weaver and Mr. Brill for their hard work throughout the budget process.

14. Motion to authorize the advertisement of Ordinance 2020-08, fixing the Tax Rate for 2021

Mrs. Hull reminded everyone that the tax rate for 2021 is not changing.

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

15. Motion to authorize the advertisement of Ordinance 2020-09, 2021 Budget Appropriations

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

16. Motion to approve Resolution 36-2020 authorizing execution of a cable franchise agreement between Upper Gwynedd Township and Verizon Pennsylvania LLC.

Mrs. Zadell said we renegotiated our agreement through a joint municipal group that hired Cohen Law Group to negotiate the terms of the agreement. She recommended the Board approve this 5-year agreement.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

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**

17. Motion to approve the Merck & Co. waiver request from Chapter 113-1 *& 124-5 for after-hours crane work on Building 17 2nd Floor Compliance Project, December 6 or 13, 2020

Mrs. Hull said this request is for crane work and is back up work for the already scheduled Saturdays.

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

18. Motion to approve the Merck & Co. waiver request from Chapter 113-1 *& 124-5 for extended work hours on West Point Building 45/45A Renovation Project, beginning December 1 through December 30, 2020.

Mrs. Hull explained this is for extended hours to work from 6 pm – 6 am on this renovation project.

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

19. Motion to approve escrow release #3 for the Shoppes at Upper Gwynedd/Upper Gwynedd Equities, LLC in the amount of \$207,979.20

The application was submitted to T&M and was inspected and reviewed for approval. This will reduce their letter of credit to \$199,569.89.

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

Katherine D. Carter **Public Safety**

20. Motion to ratify/approve the Emergency Declarations dated November 16 and November 23, 2020

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

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Ruth S. Damsker
Public Works/Parks/Recreation

21. Motion to approve the 2021 Contract with Total Soccer in the amount of \$5000

Mrs. Damsker said the Township will bring in a company to run the soccer league. There are over one hundred (100) children that sign up for soccer.

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

22. Motion to approve Resolution 35-2020, the use of dotGrants on-line reporting system for Liquid Fuels

Mrs. Damsker said liquid fuels is the tax dollars the state receives from gas taxes and provides to the Township to repair/repave roads.

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

23. Motion to approve addendum 1 to the Merck Cost Sharing agreement for the TMDL implementation plan

Mrs. Damsker said this a partnership with Merck to help offset the Township's responsibility for TMDL.

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

24. Motion to approve the final payment for the 2020 Roads Program to Allan Myers in the amount of \$67,226.71 (via roll call vote)

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

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

25. Motion to approve the contract with Delaware Valley Regional Planning Commission (DVRPC) for the Liberty Bell Trail Project

Mrs. Prebis said this is for the feasibility study to see if the Liberty Bell Trail will work in the Township. It is a 25-mile trail that runs through several municipalities. Mrs. Zadell said Mrs. Prebis and UGT has taken the lead on this project

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

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

26. Motion to approve the RFP for the Liberty Bell Trail.

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

Martha A. Simelaro **Wastewater Treatment**

27. Motion to approve the 2021 Dense Soda Ash Bid Award to Brenntag Northeast in the amount of \$12.53 per 50 lb. bag

Mrs. Simelaro said we received four (4) bids and Brenntag was the low bidder.

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

28. Motion to approve the 2021 DeIPAC Bid Award to USALCO in the amount of \$0.1789 per pound

Mrs. Simelaro said only one (1) bid was received for this chemical.

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

29. Motion to approve Payment #1 to KBC Construction for the Swedesford/Britt Rd. Manhole Upgrade Project in the amount of \$25,648.10 (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 Damsker	Aye

30. Motion to approve the Grinder Pump Agreement for 2131 Bethel Road in Worcester Township.

Mrs. Simelaro said the Upper Gwynedd Township Wastewater Treatment Plant provides a portion of Worcester Township with sewer service.

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

31. Motion to ratify and approve the bid for the Replacement Chemical Feed Systems at the Upper Gwynedd Wastewater Treatment plant to Blooming Glen Contractors in the amount of \$216,076.00.

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

Other Business

32. Motion to approve the October 2020 Open Invoices (via roll call vote)

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

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

33. Motion to approve the October 2020 Paid 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 Paid Invoices was unanimously approved.

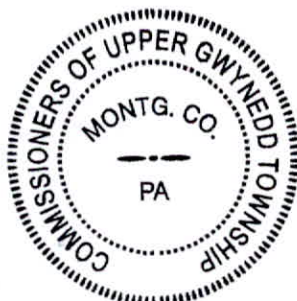
Roll call vote:	President McNaney	Aye
	Vice President Hull	Aye
	Commissioner Simelaro	Aye
	Commissioner Damsker	Aye

34. Call for Adjournment

The Board of Commissioners wished everyone a safe, healthy and Happy Thanksgiving. Mrs. McNaney said she is thankful for the opportunity to serve the residents.

Mrs. Zadell said new policies based on the governor's orders will be posted on the website tomorrow.

Mrs. McNaney adjourned the meeting at 8:25 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved December 21, 2020

/djl