

REORGANIZATION MEETING MINUTES

January 3, 2022

7:30 PM

1. Call to order by Sandra Zadell, Secretary Pro Tem for this meeting.

The January 3, 2022, Reorganization Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by Sandra Brookley Zadell at 7:32 PM. It was held in the Township Building in accordance with the requirements of the First-Class Township Code.

2. Pledge of Allegiance

The pledge of allegiance was led by Erica Koebert, Tax Collector

3. Roll Call

Roll call was taken by Deanna Logan, Administrative Assistant to the Township Manager. The individuals in attendance were:

Denise M. Hull	Commissioner
Martha A. Simelaro	Commissioner
Katherine D. Carter	Commissioner
Ruth Damsker	Commissioner
Sandra Brookley Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Nicole Feight	Township Solicitor
David Duffy	Chief of Police
Suzan G. Leonard	Magisterial District Judge

Commissioner Liz McNaney was absent.

4. Announcement of election of Commissioners

Mrs. Zadell announced that Liz K. McNaney and Denise M. Hull were elected as Commissioners to the Board in the November 2021 General Election, to serve four-year terms.

Mrs. Zadell asks Magisterial District Judge Suzan Leonard, to administer the Oaths of Office to re-elected Commissioner Denise Hull. Mrs. McNaney was sworn in on December 28, 2021.

Judge Leonard administered the Oath of Office to Commissioner Hull.

5. Announcement of election of Tax Collector

Mrs. Zadell announced that Erica Koebert was elected as Tax Collector in the November 2021 General Election to serve a four-year term.

Mrs. Zadell asks Magisterial District Judge Suzan Leonard, to administer the Oath of Office to newly elected Tax Collector Erica Koebert.

Judge Leonard administered the Oath of Office to Tax Collector Koebert.

6. Announcement of election of Constable

Mrs. Zadell announced that David Hull and Mark Methlie were elected as Constables in the November 2021 General Election to each serve six-year terms.

Mrs. Zadell asks Magisterial District Judge Suzan Leonard, to administer the Oath of Office to newly elected Constable David Hull.

Judge Leonard administered the Oath of Office to Constable Hull.

7. The election of President and Vice-President to the Board

- A. Mrs. Zadell asks for nominations for the position of President of the Board of Commissioners.

Mrs. Zadell called for nominations for the office of President of the Board of Commissioners. Mrs. Carter nominated Denise Hull for President. Mrs. Simelaro made a motion to approve the nomination for the office of President. Mrs. Damsker seconded the nomination of Mrs. Hull. Mrs. Zadell asked if there were any other nominations. There were none.

- B. Mrs. Zadell asks for nominations for President to be closed.

Mrs. Zadell closed the nominations for President and asked for any discussion of the nomination. Hearing none, she then asked for a vote.

- C. Motion to elect the President of the Board of Commissioners.

Mrs. Zadell asked if all were in favor of Mrs. Hull and if any were opposed. The Commissioners voted unanimously to elect Denise Hull as President of the Board.

- D. Mrs. Zadell asks for nominations for the position of Vice-President of the Board of Commissioners.

Mrs. Zadell called for nominations for the office of Vice President of the Board of Commissioners. Mrs. Damsker nominated Katherine Carter for the office of Vice President. Mrs. Hull motioned to approve the nomination of Mrs. Carter and Mrs. Damsker seconded the nomination. Mrs. Zadell asked if there were any other nominations. There were none.

- E. Mrs. Zadell asks for nominations for Vice-President to be closed.

Mrs. Zadell closed the nominations and asked for any discussion of the nomination. Hearing none, she then called for a vote.

- F. Motion to elect the Vice-President of the Board of Commissioners.

Mrs. Zadell asked if all were in favor of Mrs. Carter and if any were opposed. The Commissioners voted unanimously to elect Katherine Carter as Vice-President of the Board.

The President assumes the Chair

8. Assignment of liaison responsibilities

The President makes the assignments to the Board liaison positions.

Mrs. Hull announced the liaison responsibilities to each Commissioner.

1. Finance/Personnel/Administration – Denise Hull
2. Public Works/Parks/Recreation – Liz McNaney
3. Zoning/Planning – Ruth Damsker
4. Public Safety (Police and Fire) – Katherine Carter
5. Wastewater Treatment – Martha Simelaro

9. Motion to approve the appointment or reappointment of various individuals to positions within the Township Administration and to Township Boards and Commissions.

Mrs. Damsker made a motion to approve the 2022 Appointment List as presented in the agenda, which was seconded by Mrs. Simelaro. There was no public comment. The appointments were unanimously approved by the Board.

2022 Appointments

NAME	COMMITTEE	LENGTH OF TERM	TERM EXPIRES
Sandra Zadell	Secretary	1 Year	December 31, 2022
Megan Weaver	Assistant Secretary	1 Year	December 31, 2022
Mallie Falconiero	Township Auditor	1 Year	December 31, 2022
Code Inspections, Inc.	Building Inspector	1 Year	December 31, 2022
E. Van Rieker, AICP	Zoning Officer & Planning Coordinator	1 Year	December 31, 2022
Ken Amey, AICP	Assistant Zoning Officer & Planning Coordinator	1 Year	December 31, 2022
Lauren Gallagher & Michael Clarke (Rudolph, Clarke, LLC)	Solicitor	1 Year	December 31, 2022
James J. Garrity (Wisler Pearlstine)	Special Counsel	1 Year	December 31, 2022
Isaac Kessler (RVE)	Township Engineer	1 Year	December 31, 2022
Dr. Brett Fissel Dr. Mario Napoletano (Gwynedd Family Practice)	Police Surgeon	1 Year	December 31, 2022
Conor McCann/EMC	Fire Marshal	1 Year	December 31, 2022
Jeffrey A. Tomczak/EMC	Deputy Fire Marshal	1 Year	December 31, 2022

Julie Murphy	Police Matron	1 Year	December 31, 2022
Susan McKnight	Police Matron	1 Year	December 31, 2022
Margaret Poirier	Police Matron	1 Year	December 31, 2022
Vacancy	Joint Board of Appeals	Initial Term Expires	December 31, 2024
Robert Colman (alternate)	Civil Service Commission	6 years	December 31, 2027
Joanne Walker	EAC	3 Years	December 31, 2024
Scott McCartney	EAC	3 Years	December 31, 2024
Ray Kulbeda	HRC	3 Years	December 31, 2024
Robert Morse	IDA	5 Years	December 31, 2026
Vacancy	Parks & Rec	4 Years	December 31, 2025
Kathy Johnson	Parks & Rec	4 years	December 31, 2025
Amy Juarez	Parks & Rec	4 Years	December 31, 2025
Mike Zumpino	Parks & Rec	4 Years	December 31, 2025
Kathy Murphy	Parks & Rec	4 Years	December 31, 2025
Ken Weirman	Planning Commission	4 Years	December 31, 2025
Andrew Falker	Planning Commission	4 Years	December 31, 2025
Mike Zumpino	UGCA	2 Years	December 31, 2023
Kathy Johnson	UGCA	2 Years	December 31, 2023
Katherine Carter	UGCA	2 Years	December 31, 2023
Cora Moyer	Vacancy Board	1 Year	December 31, 2022
Mark Connelly by resolution	Zoning Hearing Board	3 Years	December 31, 2024

10. Motion to approve Resolution 39-2021, reappointment of Mark Connelly to the Zoning Hearing Board

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

11. Motion to designate Jonathan West as chairperson of the EAC

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

12. Presentation of Public Comments and Concerns (Limit of 5 minutes per individual).

There were no public comments.

13. Other Business**14. Motion to reappoint Sandra Brookley Zadell to the position of Township Manager/Secretary under the terms of an employment agreement dated January 3, 2022.**

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

15. Motion to approve the grant agreement with the Commonwealth Financing Authority of Pennsylvania for a grant totaling \$76,181 for the completion of the Haines Run HEC-RAS Flood Study.

This project will prevent future flooding of our Wastewater Treatment Plant. We need to match 15% of the grant. Mrs. Zadell announced that we also received a \$90,000 grant from DCNR.

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

16. Call for Adjournment

Mrs. Damsker congratulated our new Tax Collector, Erica Koebert as the funds she collected help provide the services to our residents.

Mrs. Simelaro said she is thrilled that we are moving forward with this Board to continue to do great things for the Township.

Mrs. Hull adjourned the meeting at 7:52 pm.

Respectfully Submitted,



Sandra Brookley Zadell
Township Manager

Approved February 15, 2022



/djl