

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## SPECIAL MEETING MINUTES Board of Commissioners Vision Setting Meeting

January 25, 2020

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
David W. Duffy	Chief of Police
E. Van Rieker	Zoning Officer
David Brill	Finance Director
Rebecca Mason	Director of Wastewater Treatment
Sarah Prebis	Parks & Recreation Director
Willard Troxel	Public Works Superintendent
Larry Comunale	Consultant
Ronald Wagenmann	Consultant

### Introductions

Mr. Comunale and Mr. Wagenmann introduced themselves and provided brief professional backgrounds. Mr. Comunale reviewed the goals and actions that would be set forth in this meeting.

The goals and actions of this meeting include reviewing the roles and responsibilities of those charged with carrying out the Township's mission; Identifying and prioritizing issues confronting the Township. Prioritizing goals and developing measurable objectives or actions to address issues. Identify barriers.

### Review the roles and responsibilities of those charged with carrying out the Township's mission

Mr. Comunale reviewed the roles and responsibilities of the Board of Commissioners, the Township Manager and the Department heads.

### Identify & Prioritize issues

The following were identified by the Board of Commissioners and Department heads as issues. These are not listed in any particular order of importance.

- Transparency and Communication: citizen engagement, education, & communication
- Mobility: Walkability, transportation, and traffic/speed
- Environmental: sustainability, stormwater, and environment
- Diversity: discrimination and lack of cultural respect
- Staff related: employee retention program, professional development, staffing levels
- Technology: Upgrade of technology in Codes, Public Works, Finance, and the Township GIS system.
- Codes: tracking of violations, review of codes, illegal signs, and staff time to comply with Right-to-Know requests
- Planning: Development and consideration to infrastructure and develop a vision for the Township
- Facilities and Township Property/Other: space for equipment and recreation programs and explore insurance options

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The Board and Township staff engaged in discussion on each of the issues and discussed the goals and objectives for addressing these issues.

The Board of Commissions and staff identified the following barriers for achieving the goals and objectives established. The barriers include time, staffing, cost, legal, inability to recruit volunteers, lack or loss of interest from residents, change can be hard, and availability of open space to purchase.

Mr. Comunale and Mr. Wagenmann thanked the Board of Commissioners and Department Heads for participating in the vision setting meeting. They will compile the feedback received at today's meeting and issue a full report.

Adjournment



Respectfully Submitted,

Sandra Brookley Zadell  
Township Manager

**Approved February 24, 2020**