

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## SPECIAL MEETING MINUTES

March 30, 2020  
11:00 am

NOTE: This meeting was held virtually due to the COVID-19 pandemic. The public was notified of the special 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 March 30, 2020, Public Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Liz K. McNaney at 11:02 am.

#### 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
David W. Duffy	Chief of Police
David Brill	Finance Director

Commissioner Katherine D. Carter was absent.

#### 4. Announcement of Executive Sessions

Ms. Gallagher announced there were executive sessions held on the following dates.

March 17, 2020 to discuss matters of personnel and the COVID 19 pandemic. The Board authorized the execution of a Declaration of Disaster Emergency that will be ratified today.

March 18, 2020 to discuss matters of personnel and the COVID 19 pandemic. The Board authorized the posting and distribution of a social distancing policy which will be ratified today.

March 19, 2020 to discuss matters of personnel

March 23, 2020– The Board met with its emergency management coordinator regarding an updated Emergency Operations Plan and to authorize the extension of the Declaration of Disaster Emergency which will be ratified today

March 25, 2020 to discuss matters of personnel and public safety

All of the Executive Sessions were held via conference call or virtual meeting.

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

Ginny Yulich, 315 Bradford Lane said she is having difficulty applying for unemployment. Ms. Gallagher said the Board has no control over the unemployment website and to continue to try to get through.

6. [Motion to ratify the emergency declaration that was approved on March 17, 2020](#)

Mrs. McNaney read portions of the emergency declarations which authorizes officials of Upper Gwynedd Township to act as necessary to meet the current demands of this emergency.

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

7. [Motion to ratify the emergency declaration that was approved on March 23, 2020](#)

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

8. [Motion to approve the emergency declaration of March 30, 2020.](#)

Mrs. McNaney asked if the declarations have to be updated every seven (7) days or if we can establish a longer time period. Ms. Gallagher is recommending the declarations be updated every seven (7) days.

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

8A. Motion to ratify the payment of part-time employees through March 27, 2020

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

8B. Motion to ratify the Township Social Distancing Policy

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

9. [Consideration of extending the discount period for municipal taxes.](#)

Mrs. Zadell said the current discount period ends tomorrow and the face period ends in two (2) months. The Board is considering extending the discount period until May 31 and the face period until July 31. The Township tax collector said 85% of the taxes have already paid. Ms. Gallagher said the County has requested the municipalities extend the discount period for two (2) months. She added that it is appropriate and legal. This will get posted on the website, front door and social media if approved. We will also send a letter to the County about the extension. The earned income tax has already been extended by the State.

Hearing no public questions or comments, upon motion by Mrs. Damsker, seconded by Mrs. Simelaro, the motion to extend the discount period until May 31, 2020 was unanimously approved.

Hearing no public questions or comments, upon motion by Mrs. Hull, seconded by Mrs. Damsker, the motion to extend the face period until July 31, 2020 was unanimously approved.

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

Mrs. Hull suggested everyone fill out their census form as it translates into dollars for our Township. She also thanked everyone for their continued work during this time.

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

Chief Duffy said updates are posted to social media regularly. He reminded the public that we are still on duty and responding to calls 24 hours a day.

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

Mrs. Damsker said Sarah Prebis, Parks and Rec Director has done a wonderful job with the social media. She encouraged residents to get outside and walk, but to keep up with social distancing.

### **Martha A. Simelaro** **Wastewater Treatment**

10. [Motion to approve payment #7 to Eastern Environmental Contractors for the WWTP Hydraulic Expansion Project \(Electrical\) in the amount of \\$34,978.50](#) (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 Damsker	Aye

11. [Motion to approve payment #13 to Blooming Glen Contractors for the WWTP Hydraulic Expansion Project \(General Mechanical\) in the amount of \\$120,613.09](#) (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

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12. [Motion to approve payment #4 to PACT One Construction for the Pump Station & Force Main Project in the amount of \\$1,079,816.40](#) (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 Damsker	Aye

Mrs. Simelaro said the Township is working beautifully during this crisis and the Wastewater Treatment Plant has continued to operate flawlessly. She encouraged residents not to flush any wipes down the toilet, only toilet paper.

### Other Business

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

Mr. Brill said all the approved invoices were processed and added, there is nothing unusual on the paid bills list.

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 Damsker	Aye

14. Call for Adjournment

Mrs. McNaney thanked the staff and solicitors for their work and input during this emergency. She said Ms. Weaver is doing a great job with social media. She also thanked the residents for doing their part during this pandemic.

Mrs. McNaney adjourned the meeting at 11:41 am.

Respectfully Submitted,

*Sandra Brookley Zadell*

Sandra Brookley Zadell  
Secretary

/djl

**Approved April 6, 2020**