

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

BOC WORK SESSION MEETING MINUTES

February 8, 2021

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 February 8, 2021, Public Work Session of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Liz K. McNaney at 7:06 PM. This meeting was 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 January 25, 2021 to discuss matters of litigation, potential litigation, collective bargaining, and personnel.

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

There was no public comment.

6. Service Recognitions for February

- Jonathan Kelcy - 20 years

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Departmental Reports

7. Manager's Report (Sandra Zadell)

As reported by Sandra Zadell, Township Manager

- 2021 Goals (Discussion)

This discussion was tabled until the March 8th meeting.

Mrs. Zadell announced that a new resolution for all WWTP emergency purchases will be added to the agenda for February 16, 2021 as a result of the revisions made to the First-Class Township Code.

Mrs. Zadell also spoke of the proposed changes in the state budget to fund the State Police. All municipalities would pay a portion of the cost. Upper Gwynedd already allocates almost 40% of the Township budget to our full-service Police Department. If the Commissioners agree, a letter will be composed to Senator Collett and Representative Hanbidge expressing our concern about this added cost. The Commissioners were in favor of drafting a letter.

8. Planning and Zoning Report (E. Van Rieker)

As reported by Van Rieker, Zoning Officer

- **ZHB 20-07** – WB Homes – use variance request to develop Jeppy Property, Sumneytown Pike. Applicant originally presented 24 apartment units, but it was amended to 17 townhouses.
This has been continued indefinitely with no scheduled date but a speculative date of March 23, 2021
- **ZHB 21-01** – 920 S. Broad St. Variance to permit (2) apartments on 2nd floor in R-2 District where previously this was approved for office use by ZHB in 1988.
This was approved by the ZHB on January 26, 2021 subject to certain conditions.
- **180 Wissahickon Avenue** – Land development for use in the LI (Limited Industrial) District.
This is scheduled for a second review by UGTPC on February 10, 2021.
- **814 Ridgeview Drive, Gwynedd Ridge (Pulte Subdivision)** – Applicant requesting approval to install a fence across a 20 ft. wide storm sewer easement.
This requires the approval of an Encroachment Agreement which will be on the agenda for February 16th
- **ZHB 21-02 – 815 Keating Drive**
This is for a dimensional variance to permit an attached deck to extend 9 ft. into the required 50 ft. rear yard.

Mrs. McNaney asked if there was any follow up with the resident who spoke last month her property being flagged. Mr. Rieker replied that Deluca Homes has agreed to mark her property but doesn't know if it was done yet. He will follow up with the resident.

Mrs. McNaney thanked Commissioner Hull for her work with the residents regarding the proposal from WB Homes.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

9. Engineering Report (Isaac Kessler)

As reported by Isaac Kessler, Township Engineer

- **2021 Road Program**

The Road Program for ADA ramps and mill and overlay is currently out to bid. A non-mandatory Pre-Bid Meeting will be held on February 17th and the Bid Opening is scheduled for February 25th. The bids should be reviewed prior to the March meeting. One of the conditions of the contract is that the road work be completed prior to the start of the school year.

- **North Wales Road Trail Crossing Improvements**

There are two (2) Projects that are connected. One is a Township project that is budgeted for this year to add a cross walk and some illuminated signage for safety purposes based on the location of the crosswalk for those using the Green Ribbon Trail. Plans and supporting documents will be submitted to PennDOT for HOP approval. The second project is the consideration of pursuing grant funding for constructing a new trail head (with parking and bike rack) in collaboration with Wissahickon Trails as a follow-up project to the crossing safety improvements.

- **SEPTA Embankments**

RVE is working closely with Sarah Prebis, Director of Parks and Recreation, to design landscaping to improve the aesthetics of the embankments at the SEPTA bridge over Sumneytown Pike which has the Township name on the abutments. Currently working to identify native plants and more favorable landscaping to improve the area. Mrs. Zadell added the reason for this project is for staff safety concerns on the steep embankment of the bridge.

Liz K. McNaney, PRESIDENT Finance/Personnel/Administration

10. Staff Department Reports

Parks & Rec	Public Works	Police	Zoning	Code Report
Eng. – EEMA	Eng. – RVE	UGFD	NPFD	

This will be added to the consent agenda

11. Public Meeting Minutes of January 11, 2021

This will be added to the consent agenda

12. Public Meeting Minutes of January 19, 2021

This will be added to the consent agenda

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

13. North Wales Area Library Board of Directors vacancy

This is for an appointment to the North Wales Area Library Board of Directors to fill a vacancy.

Mrs. Hull is looking for additional information on the two (2) candidates available for the position. Mrs. Zadell will contact Jayne Blackledge of the Library about this matter.

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

14. Merck & Co. waiver request from Chapter 113-1 &124-5 for after-hours work on West Point Building 45 to install & operate a tower crane and excavator. Sundays March – October 2021.

This will be added to the consent agenda

15. Merck & Co. waiver request from Chapter 113-1 &124-5 for after-hours crane work for West Point Building 81 Renovation Project – Sundays April – June 2021

This will be added to the consent agenda

16. Resolution 04-2020, Preliminary/Final Land Development Plan for Merck B50 subject to the conditions set forth in the resolution

Ms. Weaver said this is for a 3-story unit used to be used for manufacturing and office space for vaccines. This has been reviewed by Township Engineer, Isaac Kessler with comments which have been addressed by the applicant. A presentation by Merck representatives be given at the next Board meeting. The applicant has agreed to use native plants as recommended by the EAC.

17. Escrow release #4 for the Shoppes at Upper Gwynedd in the amount of \$73,771.72

This will be added to the consent agenda

18. Merck Stormwater Best Management Practices Operations and Maintenance Agreement

Mrs. Zadell reported this is for a master stormwater agreement to cover all Merck land development that would fall under this agreement for Merck. This agreement was prepared by Township Solicitor Lauren Gallagher and Merck attorneys.

19. Deed of Abandonment for 804 Keating Drive

There is an emergency turnaround and snow clearing easement at this property that is no longer needed as a result of the placement of a general mailbox kiosk instead of a curbside mailbox. The property owner agreed to the release of the easement.

20. Encroachment onto Storm Sewer Easement for 814 Ridgeview Drive

This agreement is for a fence installment that involves minimal encroachment onto the storm sewer easement in a perpendicular manner. This agreement holds the Township harmless.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

21. Grading Plan for 1231 Dickerson Road – SBMP O & M agreement

This is a Stormwater Best Management Practices Operations and Maintenance Agreement.

Katherine D. Carter **Public Safety**

22. Emergency Declarations dated January 25, February 1, & 8, 2021

Mrs. Zadell said the Emergency Declaration for February 15, 2021 will also be added to this item.

23. Volunteer Tax Credits for Fire Department

Mrs. Zadell stated we started this program several years ago for active Fire Department and VMSC personnel. There are certain requirements in order to qualify for the tax credit. Mr. Brill said the EIT tax credit is for year 2022 and is up to \$1000 in Township EIT and the real estate is for year 2021 for 20% of the Township real estate tax.

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

24. Resolution 05-2021, North Wales Road Trail Head & Crossing (Discussion)

Mrs. Zadell spoke with Wissahickon Trails as the trail head is on their property and we need their approval before moving forward with the grant application. They will be deciding on this later in the month. We will still be installing the pedestrian signalized crossing as well as the cross walk.

25. Motion to appoint Consultant for the Liberty Bell Trail Feasibility Study

Mrs. Zadell explained this is in partnership with six other municipalities and this is a grant funded project. Michael Baker, Inc. is the consultant selected by this group.

Mrs. McNaney asked about the mapping system. Mrs. Zadell says the wikimap system is an interactive map where residents can go on and click for additional information or to add comments

Martha A. Simelaro **Wastewater Treatment**

26. Payment #15 to PACT One for the Pump Station & Force Main Project in the amount of \$102,131.25 (via roll call vote)

This will be added to the consent agenda

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

27. Payment #14 to Eastern Environmental Contractors for the WWTP Hydraulic Expansion Project (Electrical) in the amount of \$12,096.00 (via roll call vote)

This will be added to the consent agenda

28. Payment #7 to BSI for the Pump Stations Electrical Contract in the amount of \$174,230.00

This will be added to the consent agenda

29. Advertisement of the bid for Sludge Hauling

Mrs. Zadell said the contract for sludge hauling will change to include an additional amount of sludge as a result of the diversion project.

30. Ratification of the advertisement of the bid for the RAS Pumps at the WWTP

31. Motion to approve resolution 03-2021 affirming and approving emergency procurement of electrical equipment at the wastewater treatment plant.

Mrs. Zadell said an additional item approving all emergency flood items will be added to the agenda for February 16, 2021.

Other Business

32. Approval of February 2021 Open Invoices

33. Approval of February 2021 Paid Invoices

34. Call for Adjournment

Mrs. Damsker gave kudos to the Public Works Department under Superintendent Willard Troxel for working so hard during the recent snowstorms. She added how impressed she is that all the departments work so well together. She said she is proud to be in Upper Gwynedd Township. Mrs. McNaney said the residents provided positive feedback regarding the snow clearing.

Mrs. McNaney adjourned the meeting at 8:16 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved March 16, 2021