

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## PUBLIC MEETING WORK SESSION MINUTES

September 13, 2021

This meeting will be held in person at the Township and will be live streamed on our website at [www.uppergwynedd.org](http://www.uppergwynedd.org)

**PLEASE NOTE:** The Board of Commissioners made a decision on items # 22 and #38. The decisions are included in these minutes.

### 1. Call to order

The September 13, 2021, Public Work Session of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Liz McNaney at 7:00 PM. This meeting was recorded and visually taped.

### 2. Pledge of Allegiance

The Pledge of Allegiance was led by Jayne Blackledge of the North Wales Area Library.

### 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
Katherine D. Carter	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
E. Van Rieker	Zoning Officer

Commissioner Ruth Damsker and David Brill, Finance Director were absent

### 4. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session before this meeting to discuss matters of collective bargaining and labor relations.

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

There were no public comments

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6. Recognition of Jayne Blackledge of the North Wales Area Library for achieving Gold Star Status 4 years in a row

Mrs. McNaney said Jayne Blackledge is being recognized for achieving Gold Star Status for the North Wales Area Library for the past 4 years. She was given a Certificate of Achievement by the Board of Commissioners.

Mrs. Simelaro commented that Mrs. Blackledge runs the best book clubs in the area and encouraged residents to participate.

Mrs. Blackledge said the partnership with UGT is so important to the library and she is proud to serve the community. She added the library is constantly changing and always adding new programming for the benefit of the community.

The Commissioners thanked Mrs. Blackledge for her contributions to the library and for her service to the community.

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7. Public Hearing – Ordinance 2021-01 – **To be held on September 21, 2021**

Mrs. Zadell said this ordinance was revised based in recommendations from the PA HRC.

The purpose of this hearing is to hear comment pursuant to the consideration of Ordinance 2021-01, amending the code of Upper Gwynedd Township at Chapter 20 – "Human Relations Commission"

Brief explanation by Lauren Gallagher, Township Solicitor

Exhibits:

T1: Ordinance 2021-01

T2: Proof of Publication of Legal Advertisement –August 25 and September 1, 2021

8. Request for public comment
9. Close of Public Hearing
10. Approval of Ordinance 2021-01, Human Relations Commission
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11. Public Hearing – Ordinance 2021-04 - **To be held on September 21, 2021**

Mrs. Zadell explained this is for a no blocking intersection sign at Oakland and Sumneytown Pike. This is a result of studies done by our traffic officer.

The purpose of this hearing is to hear comment pursuant to the consideration of Ordinance 2021-04, amending the code of Upper Gwynedd Township at Chapter 185 – "Vehicles and Traffic", at Article III – "Parking Restrictions", Section 21 – "Designation of Areas and Restrictions".

Brief explanation by Lauren Gallagher, Township Solicitor

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### Exhibits:

T1: Ordinance 2021-04

T2: Proof of Publication of Legal Advertisement – August 25 & September 1, 2021

12. Request for public comment
  13. Close of Public Hearing
  14. Approval of Ordinance 2021-04, amending the code of Upper Gwynedd Township at Chapter 185 – "Vehicles and Traffic", at Article III – "Parking Restrictions", Section 21 – "Designation of Areas and Restrictions".
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### Departmental Reports

15. [MMO Presentation](#) (Dave Brill)

Mrs. Zadell explained the Minimum Municipal Obligation is the amount the township has to fund the uniform and non-uniform pension plans to keep them solvent.

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

As reported by Van Rieker, Zoning Officer

- **Subdivision/Land Development Plan for 17 Townhomes** (former Jeppy property renamed Wheatley Walk)  
This site is approximately 3 acres opposite Merck. Preliminary/Final Land development plans have been recommended for approval by the Planning Commission.
- **Lot Line Adjustment Subdivision.** Karamis, 894 & 896 Sumneytown Pike.  
This is a procedure that is part of our SALDO. The 2 properties are owned by the same person. This complies with Zoning and is tentatively scheduled for the BOC in October.
- **ZHB 21-12, 449 Forest Lane** – Variance to permit in-law addition outside building envelope and variance to extend 22 ft into front yard (corner lot has 2 front yards).  
This was granted by the ZHB on August 24, 2021
- **Ordinance 2021-03**, to amend R2 District to permit reduction in side and rear yards for non-conforming lots.  
This was approved by the BOC on August 17, 2021
- **ZHB 21-13, Langberg Lane** – Variance to permit deck and roofed pergola to extend 21 ft. into rear yard.  
This was granted by the ZHB on August 24, 2021
- **ZHB 21-14, McAllister's, 810 Dickerson Rd.** – Special exception for off premises signs.  
This was granted by the ZHB on August 24, 2021



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- **ZHB 21-15**, 732 Towamencin Ave. – Variance to permit detached garage to exceed maximum height of 14 ft.  
This is scheduled to be heard by the ZHB on September 28, 2021
- **ZHB 21-16, 222 Hunter Lane** – Variance to permit 1 story entrance to extend into front yard.  
This is scheduled to be heard on September 28, 2021.

Mrs. Zadell asked for any public comment

Via phone call

Phil Goodwin of Gosling Drive asked where the proposed Liberty Bell Trail (LBT) is going. Mrs. Zadell responded the LBT is currently in the feasibility study phase so there is no set trail alignment at this time. There is a meeting on October 7, 2021 to get feedback from residents regarding where the proposed trail should go. She said if your neighborhood has a proposed alignment of the trail, to submit that via email or to fill out the information on the wiki maps which is available on social media and our website. She added we value resident feedback.

Mr. Goodwin asked about the timeline of the study. Mrs. Zadell said the study is with seven (7) other municipalities and it should be completed late this year or early next year. The next step would be a recommended trail alignment, then building of the trail in sections.

In person

Fred Hencken, 802 Clover Drive asked about the proposed lot line adjustment that Mr. Rieker spoke about. Mr. Rieker said there will be no further development on the property as it is fully developed.

Mr. Hencken also asked who makes the final decision on the location of the Liberty Bell Trail? Mrs. Zadell said we are given recommendations based on the results of the Feasibility Study and the BOC has the ultimate decision. Mrs. McNaney added resident input is very important to this Board and we listen to resident comments.

### 17. Engineering Report (Isaac Kessler)

As reported by Isaac Kessler, Township Engineer

- **2021 Road Program**

Construction work is complete on the Roads project. A final punch list and maintenance items are being finalized. Striping of the roads will occur as soon as the line paint is available. We were able to receive a small amount of paint from an area municipality.

- **Stormwater Assessments**

Following the recent storm events, we continue to meet with residents and work with staff to assess areas of the Township to improve stormwater management and adapt to the increase in higher intensity storms. He said there are a lot of areas that were developed decades ago and may need improvement.

- **MS4 Program**

The annual report is being finalized for submission to PADEP by the end of September. A section of our annual report focuses on maintenance and good housekeeping, and a reminder for this time of year to please help keep our storm drains clear of leaves and debris.

Several residents have mentioned that they have adopted a storm drain to keep it clear.

Mrs. Carter said she noticed that construction has stopped on Jones Avenue and is concerned with some damage from the recent storm as the caution tape is down. Mr. Kessler said there is some administrative issues with that project. He will make sure the area is secured better.

## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

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

#### 18. Staff Department Reports

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

This will be placed on the consent agenda

#### 19. Public Meeting Minutes of August 9, 2021

This will be placed on the consent agenda

#### 20. Public Meeting Minutes of August 17, 2021

This will be placed on the consent agenda

#### 21. Approval of the County Snow & Ice Contract

Mrs. Zadell said we are trying to firm up some information with the County. They want to pay us the PennDOT rate instead of the higher County rate for clearing the roads. This may come off the agenda.

#### 22. **Decision:** Motion to approve the Emergency Declaration for Tropical Storm Ida on September 1, 2021

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

#### 23. Announcement of Budget Work Sessions

- October 14, 1 pm
- October 21, 1 pm
- October 28, 1 pm

Mrs. Zadell said these are the formal meetings with the BOC. The public is invited to attend. These will be advertised in the newspaper.

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

#### 24. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours to complete the exterior yard package for Building 60A Modular Facility Addition. Sundays beginning September 26 – November 28, 2021

This will be moved to the consent agenda



## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

25. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours to perform crane lifts for Buildings WP50 Utility Rack and WP54 Chiller Addition. Sundays beginning October 3 – October 17, 2021

This will be moved to the consent agenda

26. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours to construct a crane from 4 pm – 1 am, Monday – Sunday, October – December 2021, and to operate a crane from 4 pm – 12 am Monday – Saturday from October – December 2021 to support the WP45 Complex Projects.

This will be moved to the consent agenda

27. Approval of Resolution 25-2021, authorizing the condemnation of portions of certain real property located at or near the northwest corner of Allentown Road and South Broad Street for the establishment of Public Recreational Space.

Mrs. Zadell said the BOC adopted the Comprehensive Plan recently and comments from residents said they wanted more open space and additional recreational facilities in the Township. This piece of land known as the Martin Tract is 32.8 acres of land and is proposed to be used as a park with several walking trail routes, meadow and woodland habitats, a picnic grove and parking lot. There is an existing residence on the site that can be repurposed as part of the project.

Mrs. Zadell explained, pursuant to Section 1901 of the First-Class Township Code, the Township can exercise its eminent domain for the purpose of establishing parks and recreational spaces and playgrounds.

28. Authorization of the Township to release the maintenance bond to Gwyn, LLC for the Preserve at Gwynedd/Samantha Court Land Development Project in the amount of \$54,030.43.

This will be moved to the consent agenda

29. Approval of Escrow Release #7 for the Enclave at Maple Green in the amount of \$53,745.25

This will be moved to the consent agenda

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

30. Approval of Resolution 31-2021, recognizing October 3 – October 9 as Fire Prevention Week

31. Approval of renewal agreement with upgraded equipment to Integrated Security Systems for the Access Control Panel and Panic System in the amount of \$12,190 (via roll call vote)

This agreement is upgrading our current security system.

32. Motion to approve the Montco 2040 Program Implementation grant agreement between the County of Montgomery and Upper Gwynedd Township.

Mrs. Zadell stated this is for a grant approval agreement for intersection improvements in the Township.

- 2 flashing stop signs at Garfield and Supplee, Township Line Road and North Wales Rd.
- Flashing crosswalk signs at Gwyn Nor Elementary School and Hancock, West Point Pike and Park Rd., Supplee Rd. school zone, Marlins Ln. and Hancock.

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These were all recommended by Bob Pro, Traffic Safety Officer and Chief Duffy.

Fred Hencken of Clover Dr. said some of the open space is currently not being maintained (Jacks Lane) and asked how is the Township going to maintain additional open space? He noted that the township already has about 800 acres of open space. Mrs. Zadell said Jacks Lane is currently getting maintenance due to funding received from the IDA and a private donor. She said the goal is to always maintain our open space.

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

33. Payment #3 to Allan Myers for the 2021 Roads Program in the amount of \$414,136.36 (via roll call vote)

This will be moved to the consent agenda

34. Change Order #1 for the 2021 Roads Program reducing the contract amount by \$124,617.63. Total contract amount is now \$767,959.37

Mrs. Zadell stated this is a reduction of \$124,617.63 to our contract as a result of needing less base repair on Moyer Blvd.

35. Approval of the Advertisement of the Snow Plow Equipment Bid with Labor

This is an annual item in case we need additional equipment and labor during snow events.

36. Approval of the Multimodal Transportation Fund grant reimbursement agreement for highway and bridge projects for the Sumneytown Pike Bridge Replacement.

This is a second grant agreement for the Sumneytown Pike Bridge Project

37. Approval of the Ride Ataxia Philadelphia Bike Race on Saturday, October 9, 2021

This race was vetted by the police and recommended for approval.

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

38. **Decision:** Motion to ratify the hiring of Dylan Culp as Collection System Operator at the WWTP

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

39. Payment #21 to PACT One for the Force Main & Pump Stations in the amount of \$30,566.29 (via roll call vote)

This will be moved to the consent agenda



## UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

40. Approval of the advertisement for DelPac 1525

This is a yearly chemical bid for the WWTP

41. Approval of the advertisement for Dense Soda Ash

This is a yearly chemical bid for the WWTP

42. Approval of the Mill Run Sewer Dedication

Mrs. Zadell said the sewer was not dedicated upon completion of construction at Mill Run. The HOA made the necessary repairs that we required prior to us taking dedication. It is now required by DEP to get sewer dedications.

43. Approval of the advertisement for Ordinance 2021-05, Pre-Treatment Regulations

44. Approval to advertise the bid for the Painting of the Pipe Gallery at the WWTP

Mrs. Zadell said this is a result of Tropical Storm Isaias and is the final project for storm damage repairs.

### Other Business

45. Approval of September 2021 Open Invoices (via roll call vote)

46. Approval of September 2021 Paid Invoices (via roll call vote)

47. Call for Adjournment

Mrs. Simelaro gave a shout out and thanked the first responders, WWTP, Public Works, Police and Emergency Management for working so diligently during Tropical Storm Ida.

Mrs. Carter said she was so impressed with the Carnival. She commented that it was packed each night and thanked everyone for their work and said it was such a successful event. She said it gave people an outlet from Covid and the Tropical Storm. Mrs. Zadell said every township department works the event.

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



Respectfully Submitted,

Sandra Brookley Zadell  
Secretary

**Approved October 19, 2021**

/djl