

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING WORK SESSION MINUTES

September 12, 2022

This meeting was held in person at the Township live streamed on our website at www.uppergwynedd.org

PLEASE NOTE: The Commissioners made decisions on Items #18 and #25 and they are included in these minutes.

1. Call to order

The September 12, 2022, Public Work Session of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Denise Hull at 7:00 PM. This meeting was recorded and visually taped.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Township Manager, Sandra Zadell.

3. Roll Call

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

Denise M. Hull	President
Katherine D. Carter	Vice President
Liz K. McNaney	Commissioner
Martha A. Simelaro	Commissioner
Ruth S. Damsker	Commissioner
Sandra Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Isaac Kessler	Township Engineer
David Duffy	Chief of Police
E. Van Rieker	Zoning Officer

Nathan Crittendon, Finance Director was absent.

4. Recognition of John Maguire for 35 years of service to the Township (September 20)

5. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session on September 8, 2022 to discuss matters of potential litigation and prior to this meeting to discuss matters of personnel.

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

Mrs. Hull said at the meeting on August 16, 2022, Fred Hencken asked, do we have any distressed social or economic census tracts in UGT? Mrs. Zadell responded by email as follows; I wasn't sure what metric is used to call a census tract distressed socially or economically. I did a quick google search and was able to find opportunity zones designated by DCED on this link.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

UGT has no opportunity zones within our borders.

<https://dced.maps.arcgis.com/home/webmap/viewer.html?webmap=b0bd4d703ddc498fb0a993a00d77ed4c>

There was also this info on opportunity zones: <https://dced.pa.gov/paproudblog/5-steps-to-building-a-successful-qualified-opportunity-zone/>

I am sharing this info not to say that UGT has taken any of the steps described to build an opportunity zone. We haven't, I just wanted to share the info I have found. If you have any more specificity about your questions regarding "socially or economically distressed census tracts" please let me know and I would be happy to try to answer your question further.

Carl Smith, 815 McIntosh Way, said there was an article written by two County Commissioners that addressed affordable housing and said the county is offering money for development with an affordable housing component. He asked if the Cornerstone at Pennbrook Station the Board's attempt to show leadership and compassion as defined by County Commissioners Arkoosh and Lawrence?

Linda Smith, 815 McIntosh Way, asked what impact Covid 19 and Hurricane Ida had on the affordable housing in Upper Gwynedd and is the Cornerstone at Pennbrook Station a way to address this need for housing.

Mark Connelly, 11 Kearney Dr. said he is excited to see the Dickerson Road Drainage Project moving forward. He said the Gazette is very helpful and shows the Board's commitment to transparency.

Fred Hencken, 802 Clover Drive, asked what the timeline is for the Walters Group proposal to come in front of the Planning Commission. Mrs. Zadell said the developer put the application on hold.

Departmental Reports

7. Manager's Report (Sandra Zadell)
As reported by Sandra Zadell, Township Manager

- **Grants and Awards**

Mrs. Zadell said we received a \$47,900 grant from DCNR for a new comprehensive recreation, park and open space plan to make a future vision for all of our parks and amenities. We also won an award for the Wissahickon Headwaters Streambank Restoration Project that we did in partnership with Wissahickon Trails, PECO and Merck. This achievement award is from the Water Resources Association of the Delaware River Basin. Mrs. Zadell added the completed Capital Projects; Jack's Lane Clean-up Project is finished; we are working on engineering for the Haines Run Project with three (3) grants received. We installed new Township welcome signs, completed the Moyer Blvd. spray lining project, and finished the Sumneytown Pike Bridge Landscaping Project. Projects coming soon; Dickerson Rd. Drainage Project, Newport Basin, and Meadowbrook neighborhood project.

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

As reported by Van Rieker, Zoning Officer

- **Proposed Zoning Map & Text Amendment, 1500 Pennbrook Parkway**, Walters Group – Proposal for approximately 44 dwelling units in Transit Overlay District (per Comprehensive Plan).
This application has been put on hold by the developer.
- **ZHB 22-15, Moyer Blvd. & West Point Pike** – Use variance to permit the construction of 10 duplex dwelling units on 2.37 acres. Current zoning is LI (limited industrial).
This is scheduled for September 27, 2022. Mr. Rieker said you may want to send the solicitor on behalf of the Township.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

William Jackson, 664 Park Road, asked if the Powerline Trail section is on the plan. Mrs. Zadell said it is on the plan.

- **ZHB 22-16, 1610 Clearview Rd.** – Variance to permit an addition to be 16 feet from the side yard whereas 25 feet is required. This is scheduled for Sept. 27, 2022.
- **ZHB 22-17, 593 Dekalb Pike (Wawa).** Variances to permit up to four (4) EV chargers as accessory structures in the front yard and between the principal building and the street. This is scheduled for Sept. 27, 2022. This application is for any electric vehicles and is being treated as an accessory use and not a conditional use.

9. Engineering Report (Isaac Kessler)

As reported by Isaac Kessler, Township Engineer

- **Road Program** – Road paving work has been completed and striping to be completed soon as well. Most of the ADA Ramp locations have been completed, with the ramps on Broad Street remaining to be constructed and anticipated to be finished within the next two weeks.
- **Dickerson Road Drainage Improvements Project** – Materials have been ordered by the contractor and we anticipate the start of this construction in early October. Notifications to the neighborhood and coordination for any impact to using this portion of the road (generally between Belfast Drive and Lenape Drive) will be done with the issuance of the notice to proceed date.

Denise M. Hull, PRESIDENT Finance/Personnel/Administration

10. Staff Department Reports

[Parks & Rec](#)

[Public Works](#)

[Police](#)

[Zoning](#)

[Code Report](#)

[Eng. – G&A](#)

[Eng. – RVE](#)

[UGFD](#)

NPFD

[VMSC](#)

This will be placed on the consent agenda

11. [Public Meeting Minutes of August 8, 2022](#)

This will be placed on the consent agenda

12. [Public Meeting Minutes of August 16, 2022](#)

This will be placed on the consent agenda

13. Announcement of Budget Work Session Dates: October 13th at 1 pm and October 24th at 1 pm

Mrs. Zadell announced that the meetings are open to the public.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

14. [Approval of the extension of the Gailey Murray contract for the Gazette Service until such time that the Board or staff recommends cessation of the contract.](#)

Mrs. Zadell said we have increased our subscriber rate since inception with a 68% open rate.

Fred Hencken, 802 Clover Drive, questioned why money wasn't spent to distribute the comprehensive plan survey to which Mrs. Zadell replied there was a different Board sitting up here making those decisions.

David Kinion, 1000 S. Broad St. asked if this is the same company that was hired regarding the Martin Tract. Mrs. Zadell said, the first contract was for \$10,000 for the Gazette and \$8000 was spent on a survey which will be shared at a future meeting.

15. [Approval of the extension of the not-to-exceed limit for the Gailey Murray contract for PR communications to \\$20,000.](#)

Mrs. Zadell said this is for an additional \$10,000 extension from the original contract.

Linda Smith, 815 McIntosh Lane, asked questions about the survey and what its purpose is. Mrs. Hull said it will be discussed at a future meeting.

16. [Approval to Authorize Advertisement on MunicBid for sale of equipment from the phone system we recently replaced.](#)

Mrs. Zadell said we recently had great success with selling some equipment so we will now sell our old phone system.

17. [Approval of 2023 Minimum Municipal Obligation](#)

Each year the Board has to commit the Minimum Municipal Obligation (MMO) that they will fund the police and non-uniform pension plans. The 2023 MMO will be less than in previous years by about \$63,000 based on the valuations of years 2020 and 2021.

18. **DECISION:** Motion to suspend employee #EMP00014 for a period of 5 days without pay.

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

Katherine D. Carter, Vice President Public Safety

19. [Approval to begin promotion process for sergeant.](#)

Mrs. Zadell said we have several sergeants looking to retire in the next several years, so we are beginning this process now.

20. [Approval of Resolution 26-2022 Recognizing Oct. 9-15 as Fire Prevention Week.](#)

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Ruth S. Damsker

Zoning/Planning/Code Enforcement

21. [Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work for WP45 Complex Projects from October through December 2022.](#)

This will be placed on the consent agenda

22. [Merck & Co. waiver request from Chapter 113-1 & 124-5 for Extended Daily Hours from October 22 through November 18, 2022, for B75A Roof Project.](#)

This will be placed on the consent agenda

23. [Approval of the escrow release to Wawa's power of attorney in the amount of \\$775.00.](#)

This will be placed on the consent agenda

24. [Approval of the escrow release #3 to the Shoppes at Upper Gwynedd in the amount of \\$29,801.86.](#)

This will be placed on the consent agenda

Carl Smith asked about what is going on with the property at the Sumney Tavern. Mrs. Zadell said there are no proposals for development of the property.

Liz K. McNaney

Public Works/Parks/Recreation

25. **DECISION:** [Motion to ratify the storm sewer encroachment agreement for 840 Clover Drive.](#)

Fred Hencken asked if this is to ease the water on Clover Drive. Mrs. Zadell said this is an easement for a fence installation.

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

26. [Approval to Authorize the hiring of Park and Recreation intern for Winter/Spring.](#)

This is the replacement of an intern position.

27. [Approval to Authorize the purchase of walk-behind line painter for Public Works.](#)

Mrs. Zadell said this is used to paint stop bars, cross walks, etc. and was included in the 2022 budget.

28. [Approval to Authorize Advertisement on MunicBid for sale of Park and Recreation mowing and Bobcat equipment.](#)

Mrs. Zadell said we are looking to sell some additional Parks and Recreation equipment that is no longer used.

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Martha A. Simelaro Wastewater Treatment

29. Authorization to advertise the bid for Dense Soda Ash

Other Business

30. Approval of September 2022 Open Invoices (via roll call vote)
31. Approval of September 2022 Paid Invoices (via roll call vote)

32. Call for Adjournment

Mrs. McNaney said the Carnival was held Thursday – Saturday with a rain out on Sunday. She thanked all the volunteers for their hard work and added we couldn't have done it without them as the Carnival was extremely busy and we even ran out of parking spaces at the Merck lot.

Mrs. Hull adjourned the meeting at 7:49 pm.



/djl

Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved October 18, 2022