

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## PUBLIC MEETING WORK SESSION MINUTES

March 13, 2023

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

**PLEASE NOTE:** The Commissioners made decisions on the following items: #15, #16, #20, #21, #22, #23 and those decisions are included in these minutes.

1. Call to order

The March 13, 2023, 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 Officer Brant Whisler.

3. Roll Call

Roll call was taken by Deanna Logan, Executive 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
Nathan Crittendon	Finance Director
E. Van Rieker	Zoning Officer

4. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session prior to tonight's meeting to discuss matters of potential litigation and personnel.

5. Police Commendations (3/13/23)

- Officers Fred Lynch, Brant Whisler & Mike Romanowicz were commended for their actions in professionally handling the sudden and violent assault of a police officer the left him with injuries.

Mrs. McNaney commented that she watched the body camera video and further commented about how professionally the officers handled such a horrible situation.

6. Women's History Month Presentation (3/21/23)

- Beth Sturman, Executive Director of Laurel House

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7. Fire Department Building Study Presentation (3/21/23)
8. Public comments and concerns (limit of five minutes per individual)

There were no public comments.

### Departmental Reports

Mrs. Zadell announced that the Walters Group has reemerged about the Pennbrook Parkway project.

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

As reported by Van Rieker, Zoning Officer

- **ZHB 22-21, 1601 Valley Forge Road (Wawa).** Special Exception to permit the sale of gas and other motor fuels and variances to permit additional signage [and less than 10% of the parking lot to be devoted to landscaping.] This variance has been withdrawn. This started December 21, 2022 and was continued to April 4, 2023. This meeting is only for the Wawa hearing. We may have a decision in May or June.
- **ZHB 23-01, 817 Ridgeview Drive** for a variance to permit a rear yard setback of 30 feet where 50 feet is required for the construction of an unroofed deck. This was approved February 28, 2023.
- **ZHB 23-02: 929 General Nash Drive** to permit an existing shed: (1) a variance from Section 195-12.B (3) to permit a 12 ft front yard setback where 50 feet is required; and (2) a variance from Section 195-9.G.(1) to permit a 12 ft setback from the street right-of-way where 50 feet is required. This was approved February 28, 2023.
- **ZHB 23-03: 645 Sumneytown Pike (D&I Development),** to permit the subdivision of the existing property into two lots with Lot 1 to contain all three existing separate dwelling units on the same lot. This was approved with conditions February 28, 2023.
- **ZHB 23-04: 944 Crest Road –** Variance to permit a porch to extend 6 ft in the required front yard. This is scheduled to be heard on March 28, 2023.
- **ZHB 23-05, 869 Twinlyn Drive –** Variance to permit a 1-story sunroom to extend 10 ft 8 inches into the rear yard. This is scheduled to be heard on March 28, 2023.
- **ZHB 23-06, North Penn Auto Service, 1605 Valley Forge Road.** Appeal of Zoning violation for parking and storage of vehicles on 1601 Valley Forge Rd. This is scheduled to be heard on March 28, 2023.
- **ZHB 23-07, 104 Barberry Road –** Variance to permit roofed patio to extend 7.5 ft into required rear yard. This is scheduled to be heard on March 28, 2023.



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- **ZHB 23-08, 201 Church Road, Unit C** – special exception to permit the cutting and polishing of granite as accessory use. Zoned L-I (Limited Industrial). This is scheduled for April 25, 2023. Mr. Rieker suggested the solicitor may want to attend this meeting.
- **ZHB 23-09, 983 Allentown Road, Bridge Community Church** – Variance to permit a shed to be located within the 100 ft setback, 25.9 feet proposed. This is scheduled for April 25, 2023.
- **Land Development Plan for development of 10 twin dwelling units (5 buildings) at Moyer Blvd. and West Point Pike.**  
The UGT Planning Commission recommended approval with conditions on January 11, 2023. This development will be known as West Point Walk.
- **Subdivision Plan for 2 lots, 645 Sumneytown Pike.**  
The UGT Planning Commission recommended approval with conditions on January 11, 2023.

### 10. Engineering Report (Isaac Kessler)

As reported by Isaac Kessler, Township Engineer

- **Grants Season**  
RVE is working with staff to identify grant opportunities for projects that range from bridges to parks to playgrounds to stormwater. Utilizing the 5-year capital plan to position the Township with grant funding to assist budgeting for planned projects. Eight possible grants have been identified for application for various projects.
- **Outfall Inspections (MS4 Program)**  
This time of year, we schedule the outfall inspections for this year's MS4 Program. These allow us to inspect the stormwater discharging into our creeks and streams and identify possible pollutant sources to have addressed to keep our waterways clean.

### Denise M. Hull, PRESIDENT Finance/Personnel/Administration

#### 11. 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

#### 12. Public Meeting Minutes of February 13, 2023

This will be placed on the consent agenda

#### 13. Public Meeting Minutes of February 21, 2023

This will be placed on the consent agenda

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14. Approval of Resolution 03-2023: Disposition of Specific Township Records

This is an annual occurrence where we dispose of certain records that we are no longer required to keep. This will go on the consent agenda.

15. **DECISION:** Motion to approve the Proclamation declaring the month of March as Women's History Month in Upper Gwynedd Township

Mrs. Hull read the Women's History Month Proclamation.

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

**Katherine D. Carter, Vice President**  
**Public Safety**

**Ruth S. Damsker**  
**Zoning/Planning/Code Enforcement**

16. **DECISION:** Motion to ratify the Merck waiver request from Chapter 113-1 & 124-5 for extended work hours for crane work at B75A renovation project. Saturday work from 6 am – 5 pm and Sunday work from 8 am – 5 pm in March 2023.

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

17. Approval of the Merck waiver request from Chapter 113-1 & 124-5 for extended work hours at B81 Utility Rack Steam Piping Cleaning Project. Saturday work beginning at 8 am until completion. Weekends of April 1-2 or April 8-9, 2023 (one weekend only)

This will be placed on the consent agenda

18. Approval of Resolution 08-2023 West Point Walk/Moyer Blvd. Final Land Development Plans subject to the conditions set forth in the resolution.

Ben Goldthorp of the Pennington Group spoke about the Land Development Plans for West Point Walk, located at Moyer Blvd. and West Point Pike. The application has been in front of the ZHB and Planning Commission. It is a 2.5-acre site in the LI (Limited Industrial) district. The plan received an approval recommendation from the Planning Commission and received zoning relief for the use of twins from the Zoning Hearing Board. The plan is for ten (10) twin homes, each 2 stories and 2000 sq.ft. in size. There is adequate parking with a single car garage and two (2) spaces in the driveway plus twenty (20) spaces for overflow parking. Lighting includes streetlights and coach lighting on each side of the garage. The stormwater basin is designed to handle 95% of flow from the site with 5% bypassed to sheet flow off the property. The plan calls for a privacy fence near the railway and a walking trail that will connect to the power line trail. There is a fence behind the walking trail. The developer is requesting the following six (6) waivers:

- Section § 168-6.C.1 – The applicant is requesting a waiver from showing existing features for a distance of 100 feet outside the boundary of the tract.
- Section §168-13.B – The applicant is requesting a waiver to allow the plan to be submitted for preliminary/final plan submission and approval.



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- Section 168-33.B- The applicant is requesting a waiver to allow Evergreens to be used to meet the shade tree requirements along West Point Pike.
- Section §109-15.A – The applicant is requesting a waiver to allow grading within five (5) feet from the property lines and right-of-way line of streets.
- Section §168-20.D(2)(a) – The applicant is requesting a waiver to allow a cul-de-sac street with less than thirty (30) foot wide cartway.
- Section §168-21.B – The applicant is requesting a waiver to allow perpendicular parking along a private access road.

Beth Miller asked how wide the entryway is and whether it is wide enough for a fire truck. Mr. Goldthorp said yes, a study was done, and it was approved by the Fire Marshal.

### 19. Approval to Close out Gwynedd Walk development at Cottage Avenue

This is the last step of the land development process. The maintenance period has been completed.

This will be placed on the consent agenda

### 20. **DECISION:** Motion to authorize escrow release #3 Final Payment to Maple Grove Investors, LP in the amount of \$187,635.13

Ms. Weaver said this project was a 5-lot subdivision on West Prospect Avenue and includes items 20, 21, and 22.

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

### 21. **DECISION:** Motion to accept the Deed of Dedication for the Right of Way of West Prospect Avenue from Maple Grove Investors, LP and to execute the maintenance surety agreement and enter into the maintenance period.

Items 21 and 22 were combined as one motion.

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

### 22. **DECISION:** Motion to authorize execution of the maintenance surety agreement and return original performance surety.

See item 21.

### 23. **DECISION:** Motion to approve the Maintenance Guarantee for a 24-month period and the Deed of Dedication of Sewer Lines for 445 W. Prospect Avenue

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

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**Liz K. McNaney**

### **Public Works/Parks/Recreation**

24. Approval of the proposal from WBCM, LLC in the amount of \$14,625 for a secondary engineering review for the Sumneytown Pike Bridge Replacement Project

Mrs. Zadell said this is required by the grantor for a secondary engineering review.

25. Approval of the 2023 Liquid Fuels Road Program Bid to James D. Morrissey in the amount of \$1,015,394.80 for the base bid and alternate bids #2, #3 and #5

This includes the base bid and three options.

26. Approval of the purchase of a 2023/24 Ford F600 1-Ton Dump Truck with Spreader for a total amount of \$120,012

This is a budgeted item.

**Martha A. Simelaro**

### **Wastewater Treatment**

27. Approval of the 2023-2025 Sludge Hauling Bid to HydroTech Environmental, LLC in the amount of \$.0856 per gallon

HydroTech is our current sludge hauling provider.

28. Approval of the Cured in Place Pipe (CIPP) Lining on South Broad Street in the amount of \$21,140

Mrs. Zadell said this is the first project of several throughout the year. This will significantly reduce the flow coming into the WWTP.

### **Other Business**

29. Approval of March 2023 Open Invoices (via roll call vote)

30. Approval March 2023 Paid Invoices (via roll call vote)

31. Call for Adjournment

Mrs. Simelaro said since this is Women's History month, she reminded everyone that this Board made history in 2019 by becoming the first all-female Board of Commissioners in Montgomery County. She then announced that Katherine Carter was just appointed to a 6-year to the Montgomery County Community College Board of Trustees. She added that Mrs. Carter is qualified to serve on this board because of her long career in education as a principal in the Philadelphia school system and knows she will do us proud.

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Mrs. McNaney recognized Sandra Zadell as a member of ICMA, which is the leading organization for municipal professionals. Mrs. Zadell received the designation of Credentialed Manager from the ICMA in January for her education and experience, adherence to high standards of integrity and a commitment to lifelong learning and professional development. She is the first person to receive this designation in UGT and is one of only 1,417 members out of over 13,000 with the ICMA-CM designation.

Mrs. Hull adjourned the meeting at 7:58 pm.



Respectfully Submitted,

Sandra Brookley Zadell  
Secretary

**Approved April 18, 2023**

/djl