

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

BOARD OF COMMISSIONERS WORK SESSION MINUTES

March 4, 2024

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

PLEASE NOTE: The Commissioners made decisions on the following items: #17 & #19. Those decisions are included in these minutes.

1. Call to order

The March 6, 2024, Public Work Session of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Katherine Carter at 7:00 PM. This meeting was recorded and visually taped.

2. Pledge of Allegiance

The Pledge of Allegiance was led by Officer Mike Romanowicz.

3. Roll Call

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

Katherine D. Carter	President
Rebecca Moodie	Vice President
Denise M. Hull	Commissioner
Liz K. McNaney	Commissioner
Gregory J. Moll	Commissioner
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Nicholas Cross	Township Engineer
David Duffy	Chief of Police
Nathan Crittendon	Finance Director
E. Van Rieker	Zoning Officer

Sandra Zadell, Township Manager, was absent.

4. Announcement of Executive Sessions

Ms. Gallagher said there were no Executive Sessions.

5. Police Commendations (March 4)

- Officer Michael Romanowicz: Hiring & Field Training

Officer Romanowicz was given an official commendation for hiring and field training. He volunteers his time to recruit officers at various events and activities for possible employment in the Police Department.

6. Board of Commissioners Recognition of Jayne Blackledge on her retirement from the North Wales Area Library (March 11)

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

Peter Habeeb said he was approached by two police officers who told him he was soliciting when he was out canvassing for a candidate seeking political office. He wants the ordinance updated to allow people who are out canvassing for political offices to be exempt. He said government and political business are exempt under the No Knock Policy.

William Jackson, member of Bike North Penn said the convenience store zoning definition should be updated to include bike parking. He would like a sidewalk connection at Church Road and would like sidewalks included at the NPSD bus depot. The metal plating at the West Point Railroad Crossing is in disrepair. It is operated by SEPTA and needs to be replaced and fixed as it is a hazard to motorists and cyclists. There is a reoccurring pothole in that area (northbound side) that needs to be fixed. He said there is a chain at the Stoney Creek Park entrance and is looking for a bollard or formal entrance. He wants consideration that the Liberty Bell Trail be taken up Dickerson instead of meandering around creeks and bridges.

8. Public Hearing – Ordinance 2024-01 (March 11, 2024)

Ms. Weaver said this is an update to our ordinance to give a more modern definition of a convenience store.

The purpose of this hearing is to hear comment pursuant to the consideration of Ordinance 2024-01, amending the Upper Gwynedd Township Code of Ordinances at Chapter 195 **“ZONING,” AT SECTION 3 – “WORD USAGE; DEFINITIONS” AND CHAPTER 195 – “ZONING,” AT SECTION 22 – “C – COMMERCIAL DISTRICT” AND CHAPTER 195 – “ZONING,” AT SECTION 28 – “PARKING FACILITIES.**

Brief explanation by Lauren Gallagher, Township Solicitor

Exhibits:

T1: Ordinance 2024-01

T2: Proof of Publication of Legal Advertisement – February 20 and 27, 2024

T3: Upper Gwynedd Planning Commission Review Letter

T4: Montgomery County Planning Commission Review Letter

9. Request for public comment

10. Close of Public Hearing

11. Motion to approve Ordinance 2024-01

Departmental Reports

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

As reported by Van Rieker, Zoning Officer

Mr. Rieker responded to Mr. Jackson's comments and said 212 Church and 203 Church Road will have sidewalks connections as part of their land development plans.

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- **Merck Bldg 41 Land Development Plan.** Approved by the UGT PC on December 13, 2023 and approved by the BOC on January 8, 2024.
The plans were revised and resubmitted for approval on March 11, 2024
- **203 Church Road Redevelopment Plan.** Proposed 166,600 sf (2) warehouse buildings.
This is currently on hold but may be resubmitted for NPSD Bus Depot.
- **Zoning Text Amendment to the Commercial (C) District.** Add standards for convenience stores. Reviewed and approved by the Planning Commission on December 13, 2023.
The Public Hearing is scheduled for March 11, 2024.
- **ZHB 24-02 – 848 Girard Avenue.** To permit a one-story addition to extend into the required side yard.
This is scheduled for March 26, 2024.
- **ZHB 24-03 – 467 Sumneytown Pike.** Special exception to permit educational use: Kids First Swim School.
This is scheduled for March 26, 2024. This is approximately 7000 sf. in Building B. It is primarily a weekend business and shouldn't conflict with the time operation of the Montessori School. They will need a special exemption to host birthday parties in addition to the educational aspect of the swim school.

13. Engineering Report (Nick Cross)

As reported by Nick Cross, Township Engineer

- **2024 Road Program** – Re-Paving and ADA improvements within the Stony Creek Development, ADA and Curbing Improvements along Church Road between Sumneytown Pike and the Township Limit, Re-Paving and ADA improvements on Amity Lane, Bike Lane Striping on S. Broad Street
- **W. Prospect Drainage Improvements Project** – New storm infrastructure along W. Prospect Avenue between Pennsylvania Avenue and Fairview Avenue
- **North Wales Road Trail Crossing** – New pedestrian crossing infrastructure at the intersection of North Wales Road and Moyer Boulevard connecting the Green Ribbon Trail.
- **Haines Run Streambank Restoration Project** – Restoration of over half a mile of streambank along Haines Run, near the confluence with the Wissahickon Creek and the Wastewater Treatment Plant.

Katherine D. Carter, President Finance/Personnel/Administration

14. Staff Department Reports

Parks & Rec
Eng. – G&A

Public Works
Eng. – RVE

Police
UGFD

Zoning
NPF

Codes
VMSC

This will be placed on the consent agenda.

15. BOC Meeting Minutes of February 5, 2024

This will be placed on the consent agenda.

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16. BOC Meeting Minutes of February 12, 2024

This will be placed on the consent agenda.

17. **DECISION:** Motion to approve the Proclamation for Women's History Month

President Carter read the Women's History Month Proclamation.

Hearing no public questions or comments, upon motion by Commissioner Hull seconded by Vice President Moodie, the motion was unanimously approved.

18. Approval of Payment #3 to Schipsi Electric for the Facilities Upgrade Project in the amount of \$24,980.30 (via roll call vote)

This will be placed on the consent agenda.

19. **DECISION:** Motion to approve Changeorder #1 to SB Conrad for the Facilities Upgrade Project in the amount of \$22,782.44

The changeorder includes two items that were not originally included; Key fob system for the double hallway doors and for the replacement of the sound panels.

Hearing no public questions or comments, upon motion by Vice President Moodie seconded by Commissioner Moll, the motion was unanimously approved.

20. Approval of Payment #4 to SB Conrad for the Facilities Upgrade Project in the amount of \$ (via roll call vote)

The details for this payment will be included in next week's agenda.

Rebecca Moodie, Vice President **Zoning/Planning/Code Enforcement**

21. Approval of Merck waiver request from Chapter 113-1 & 124-5 for Sunday work on WP07 AWTS Waste Collection Project: April 1 – June 30, 2024, select Sundays only)

This will be placed on the consent agenda.

22. Approval of Escrow Release #7 for Roosevelt Court in the amount of \$21,073.50

This will be placed on the consent agenda.

23. Approval of Escrow Release #4 for Wheatley Walk in the amount of \$66,270

This will be placed on the consent agenda.

24. Approval of Resolution 08-2024: Preliminary/Final Land Development for Merck B41 as amended

This was previously approved in January, but they changed the plan to include additional square footage.

- Merck Presentation (March 11)

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Denise M. Hull Public Safety

Mrs. Hull thanked the Upper Gwynedd Fire Department (UGFD) for inviting the Commissioners to their annual banquet. Several Commissioners attended as the Fire Department recognized several members for going above and beyond the call of duty. UGFD awarded their Firefighter of the Year to Audrey Kerney in memory of John R. Bryant. North Penn awarded their Firefighter of the Year to Katelyn Mathe.

25. Approval to purchase a 2023 Ford Police Interceptor as a replacement vehicle in the amount of \$41,570. (via roll call vote)

This is the second replacement vehicle that was part of the 2024 budget.

Gregory J. Moll Public Works/Parks/Recreation

Commissioner Moll congratulated Sarah Prebis for achieving the Certified Parks & Recreation Professional designation.

26. Approval of the Laurel House 5K Race on Sunday, October 20, 2024 from 7 am – 12 pm.

This will be placed on the consent agenda.

27. Approval to authorize bidding of the Haines Run Streambank Restoration Project

Ms. Weaver displayed the interactive story walk that explains the project in detail. This can be found on the Township website. She said we have received a total of \$947,033 in grant funding plus an additional grant of \$600,000 from the WQIP.

28. Approval of Resolution 07-2024 closing out the Community Conservation Partnerships Grant Project BRC-RCP-27-238 for the Haines Run Streambank Restoration Project

This grant was for \$90,000 for engineering and design of the project.

29. Approval of the Bid Award for the West Prospect Drainage Improvement Project

The bid tabulation and award recommendation will be on the agenda for next week.

30. Approval of the Bid Award for the North Wales Trail Crossing Project to Armour & Sons Electric, Inc. in the amount of \$61,194.

This was a project that was bid, rejected and rebid.

31. Approval of the Bid Award for the 2024 Liquid Fuels Road Program to James D. Morrissey in the amount of \$829,311.40

We received 10 bids for this project. Base bid, Alternate #1, #2 and #3. This project is overbudget, by approximately \$12,000 but there are contingencies built into the bid as we do every year and we are confident that it will still come in under budget.

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32. Approval of the request for exemption for UGT Parks & Recreation Department and event Unity for Kindness Day.

Mrs. Prebis said Unity for Kindness Day began four years ago and has grown substantially since its inception. We would like to bring in McAllister's and are requesting an exemption from our no alcohol in the park policy. The UFK event runs 11 am – 3 pm. McAllister's will have TIPS certified staff and will have a full indemnity agreement and additional insurance. Commissioner Moll requested that McAllister's limit the amount of alcohol content in their beers and wines. There will be no mixed drinks served, only beer and wine that is under 8% alcohol. Mrs. Prebis said the exemption is for this event only.

Katherine D. Carter, President Wastewater Treatment

33. Approval of the purchase of a 2024 John Deere Gator in the amount of \$22,742.55 (via roll call vote)

We presently have two gators at the WWTP but would like to add a snow plow to the new gator and repurpose the old gator for the collections systems staff use.

Other Business

34. Approval of March 2024 Open Invoices (via roll call vote)
35. Approval March 2024 Paid Invoices (via roll call vote)
36. Call for Adjournment

President Carter adjourned the meeting at 8:07 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved April 8, 2024

/djl