

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING WORK SESSION MINUTES

December 13, 2021

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 Board of Commissioners made decisions on items #20, #22, #23, #29 and #30. The decisions are included in these minutes.

1. Call to order

The December 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 7:01 PM. This meeting was recorded and visually taped.

2. Pledge of Allegiance

The pledge was led by Officer Matt Toro and K-9 Gunner.

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
Ruth S. Damsker	Commissioner
Sandra Brookley Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Michael Clarke	Township Solicitor
Isaac Kessler	Township Engineer
David W. Duffy	Chief of Police
E. Van Rieker	Zoning Officer

David Brill, Finance Director was absent

4. Announcement of Executive Sessions

Mr. Clarke said the Board met in Executive Session before this meeting to discuss various matters of personnel.

5. American Red Cross Award

This is for the Battle of the Badges Blood Drive between the Police and Fire Department

6. Recognition of Connor Duffy for his map donation

This is a Map of Gwynedd County in Caernarvonshire, Wales.

7. Recognition of Steve Heloskie for 35 years of service to the Township

8. Recognition of Rebecca Mason for receiving the Daniel H. Treat Memorial Supervisory Award

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

Suzan Leonard, 309 Upper Valley Rd. said her neighbor put an addition on his house and he got a permit for a new gas line which was installed by PECO. Mrs. Leonard said the easement is on her property. She experienced divots and holes in her yards and the street in front of her property is also damaged. She has been in contact with PECO for many weeks about repairing this damage and has not gotten any response from them. Mrs. Leonard contacted UGT for help and within a week PECO contacted her with dates for repairs. She thanked the Board and Staff for going above and beyond.

Mrs. McNaney added it is important to let residents know that the Township is a resource for help and information.

Heidi Lucas 652 Park Rd. commented on the LED streetlight procurement program and said there are four lights on Park Ave. Her concern is with two of them; the light at the Fire House and one at 3rd and Park as they both shine into her house. She was pleased with the LED presentation but is concerned with the brightness of the LED lights that shine into her home. She hopes that there is some sensitivity and nuance to the lighting, so it is softer than bright white. She has also experienced a hum or buzz with LED lighting.

Mrs. Zadell said they are looking at colors of the lighting as well as advanced controls, so the Township has control over the lights. She also said the cobra lights are much more focused and may not shine so much in her home.

Departmental Reports

10. 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) Preliminary/Final Land development plans approved by the Planning Commission on September 8, 2021.
This is a zoning variance and change of use and is a potential action item for January 2022
- **Lot Line Adjustment Subdivision.** Karamis, 894 & 896 Sumneytown Pike. Tentatively scheduled for BOC in October. Potential action item for December (item #28)
- **Merck Building WP63A.** Preliminary/Final Plans
Approved by the BOC on November 16, 2021 and building permits are pending.
- **ZHB 21-18, 1417 Sandys Lane** – Side yard variance to permit two-story addition to be 13 ft. from property line where 25 ft. is required. Approved November 23, 2021
- **ZHB 22-01, 309 Sumneytown Pike** - Parking variance. Request to provide fewer spaces than required by Zoning. Applicant has to provide a study of why they can't conform to the code and UGT traffic engineer will comment also.

11. Engineering Report (Isaac Kessler)

As reported by Isaac Kessler, Township Engineer

- **Haines Run & WWTP Storm Protection** – the Township has been awarded a Flood Mitigation Program grant to cover the survey and hydrologic and hydraulic (H&H) study of the lower portion of Haines Run as it approaches the Wastewater Treatment Plant and

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connects with the Wissahickon Creek. This will lead to the design plans for the flood mitigation and streambank restoration in this area. Coordination is also in progress to build up the berm along the WWTP fence line to provide additional flood water protection.

- **Stormwater Assessments** – summary memos are being finalized for visits with residents. Some of these visits have led to drainage and stormwater projects budgeted for 2022 and we look forward to moving these towards construction to address areas of concern in some of our neighborhoods with older infrastructure.

Mrs. Damsker asked about the Jacks Lane Project. Mr. Kessler said we are looking to begin the construction bid process in early Spring. Mrs. Zadell said there is \$20,000 in the budget to do some work this month at Jacks Lane.

Mrs. Carter asked about Jones Ave. Mr. Kessler said there have been issues with the entrance area and cleanliness of the area. The RVE inspector is now onsite when they are working to continually address these issues.

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

12. 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

13. Public Meeting Minutes of November 8, 2021

This will be placed on the consent agenda

14. Public Meeting Minutes of November 16, 2021

This will be placed on the consent agenda

15. Budget Meeting Minutes of October 14, 2021

This will be placed on the consent agenda

16. Budget Meeting Minutes of October 21, 2021

This will be placed on the consent agenda

17. Approval of Ordinance 2021-07, Tax Rate for 2022

Mrs. Zadell announced the tax rate is the same with no increase.

18. Approval of Ordinance 2021-08, 2022 Budget Appropriations

Mrs. Zadell said there are a few carryover projects from 2021 that will move to 2022 such as the Sumneytown Pike Bridge Landscaping Project as well as West Prospect Bridge, Moyer Boulevard Spray Lining and changes to the MMO. This will favorably impact the budget by \$57,060.

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19. Approval of Resolution 41-2021 to increase the budgeted General Fund Transfer to Capital Reserves by \$1,719,000 from the forecasted unappropriated supplemental funds.

The General Fund is now forecasted at a surplus of \$21,473 from 2021.

20. **DECISION:** Motion to approve the proposal from KCBA for facilities upgrades

This is to address safety updates at the main entrance and some upgrades to the main meeting room.

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

Fred Hencken, 802 Clover Dr. asked what the security issues are and about the changes to meeting room.

Mrs. Zadell said many municipalities have secured their entrances to provide a safer environment and UGT will be doing the same. She added that we would like to expand the meeting room and push it out into the lobby area which is a lot of dead space to accommodate the many groups that use this space.

21. Approval of the UGT Cafeteria Plan effective January 1, 2022

Mrs. Zadell said we currently provide a opt out plan for employee health benefits and this Cafeteria Plan is the documentation needed in accordance with the IRS.

22. **DECISION:** Motion to approve the Addendum to our Delaware Valley Health Trust Agreement to maintain our membership for a minimum of two full years through the end of 2023.

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

23. **DECISION:** Motion to adopt and include in the minutes the recommended update to the actuarial assumptions and update the 2022 Final Budget MMO funding at \$612,279.

Mrs. Zadell stated every two years we have an update to our actuarial assumptions of the Police Pension Plan. This update changes the mortality table and reduces our growth assumptions to 6.75% which in turn reduces the MMO by \$63,194.

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

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

24. Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours work (including crane lifts) until 1 am (Mon. – Sat) for B45 Complex. January – March 2022.

This will be placed on the consent agenda

25. Merck & Co. waiver request from Chapter 113-1 & 124-5 for extended work hours for site work and building construction for WP63A. Extended Hours beginning Monday, December 27, 2021 – Sunday, May 31, 2022

This will be placed on the consent agenda

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26. Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours work including Sundays until 1 am to dismantle a tower crane at B45 Complex. January – March 2022.

This will be placed on the consent agenda

27. Approval of the Related Party Agreement for 449 Forest Lane

This will be placed on the consent agenda

28. Approval of the Planning Assistance Contract with the Montgomery County Planning Commission through 2024

This contract is a follow up to the Comprehensive Plan Process and will support us for some of the projects that are recommended in the Comp Plan.

Fred Hencken, 802 Clover Dr. asked about the planning process.

Mrs. Zadell said there is a goal setting workshop in January that is open to the public. The goals are made public in a manager's report at the February meetings and updates are given throughout the year on the progress of the goals.

29. **DECISION:** Motion to approve Resolution 44-2021, the lot line adjustment for 894 & 896 Sumneytown Pike.

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

30. **DECISION:** Motion to approve Resolution 43-2021, the extension of outdoor dining through December 31, 2022

Mrs. Hull said that outdoor dining has not caused any issues so we are extending the outdoor dining year round and may consider permanent outdoor dining in the future.

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

Katherine D. Carter
Public Safety

Ruth S. Damsker
Public Works/Parks/Recreation

31. Approval of the bid for the 2021/2022 Snow Plow and Equipment Bid to DePaul & Co. in the amount of \$19,050

Additional information is being reviewed by staff and no recommendation is ready at this time.

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32. Approval of Resolution 42-2021 authorizing cooperative purchasing and participation in the Regional Streetlight Procurement Program from DVRPC

Additional information is being reviewed by staff and no recommendation is ready at this time.

33. Approval of the revised contract with Skelly's Amusements

This is for a cost increase for the Carnival amusements.

Mrs. Carter said more advertisement is needed on the cost of the bands.

34. Approval to accept the resignation of Rosemary Rhodes from the Parks & Recreation Advisory Board and to post the vacancy for interviews.

35. Approval of the final payment to Allan Myers for the 2021 Roads Program in the amount of \$15,359.19

This will be placed on the consent agenda

Martha A. Simelaro Wastewater Treatment

36. Payment #11 to BSI Electrical Contractors for the Pump Stations Electrical Project in the amount of \$22,849 (via roll call vote)

This will be placed on the consent agenda

37. Payment #24 (final) to PACT for the Force Main and Pump Stations in the amount of \$96,188.48 (via roll call vote)

This will be placed on the consent agenda

38. Eastern Environmental Contractors Change Order #1 for WWTP Hydraulic Expansion Electrical – reducing the original contract price of \$428,800 by \$1,080.07 to a new contract price of \$427,719.93
39. BSI Change Order #1 for Pump Stations Electrical reducing the original contract price of \$777,000 by \$1,500 to a new contract price of \$775,500
40. PACT Change Order #1 for Force Main and Pump Stations reducing the original contract price of \$10,715,000 by \$119,347 to a new contract price of \$10,595,653
41. Approval of the following sole source providers of the following chemicals used at the WWTP; MasterGuard 1048 by Process Masters, DelPAC 1525 by USALCO, Endimal by Coyne Chemical and Magnetite by Evoqua Water Technologies.

These are for specifically made chemicals for our Wastewater Treatment Plant.

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Other Business

42. Approval of November 2021 Open Invoices (via roll call vote)
43. Approval of November 2021 Paid Invoices (via roll call vote)
44. Call for Adjournment

Mrs. Hull said the Corpus Christi Scout Troops held their annual food drive and she commended and thanked all the Scouting organizations in the North Penn community.

Mrs. Damsker said the Holiday Lights event was a huge success with so many people in attendance. She encouraged residents to view the gingerbread houses in the lobby. She said Sarah Prebis did a phenomenal job with this event. Mrs. Zadell said the Parks & Rec staff did a great job decorating the area. Mrs. Carter said the entertainment was wonderful as well as the horse drawn carriage rides.

Mrs. McNaney adjourned the meeting at 8:05 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved January 18, 2022

/djl