

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING WORK SESSION MINUTES

March 14, 2022

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, #26 and #27. The decisions are included in these minutes.

1. Call to order

The March 14, 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 Willard Troxel, Public Works Superintendent.

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
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
Rebecca Mason	Director of Wastewater Operations

Commissioner Martha Simelaro was absent.

4. John Clayton from Nor-Gwyn Baseball thanked all those that support NGB. He mentioned two (2) recently completed projects; an enclosed batting cage called The Hawk and a total renovation to Hosteley stadium (which is home to Chestnut Street College baseball).

Mr. Clayton recognized Willard Troxel for his continuous work, support and dedication for NGB. Mr. Troxel always says that the work he does is "for the kids". Mr. Troxel was presented with a hat, a commemorative t-shirt and an engraved commemorative bat.

Mr. Clayton added that the Nor-Gwyn Baseball recently approved a Lifetime Achievement of Support Award, and that Mr. Troxel is the 2022 Inaugural Award recipient.

Mr. Troxel said the work gets done because of his public works team and he thanked NGB for the recognition.

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5. Recognition of Joseph O'Mara for achieving the rank of Eagle Scout (March 22nd Mtg)
6. Announcement of Executive Sessions

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

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

Fred Hencken, 802 Clover Dr. said the guidelines are draconian and previous boards allowed for more interactions. Asked why meeting agendas change and said he recommended version control. Mr. Hencken made comments regarding the telecommuting policy.

Beth Miller, 405 W. Prospect Ave. said she likes the weekly e-newsletter.

David Kinion, 1000 S. Broad St. said there is excessive building in the township and asked if the Township is already built out, why is there more building going on?

Tom Borneman, 722 Green Street wants to know about the 44 units at Church and Sumneytown and asked about traffic consideration. Ms. Weaver said this is still in the review process. Mrs. Hull said when this reaches the Planning Commission, you are welcome to attend the meeting. Mr. Kessler added this is currently for a map/text amendment only, not for land development. If the map/text amendment gets approved, then the applicant still has to go through the land development process. Traffic studies would be part of the land development process.

Uiraf Jacob, 229 State St. said there are 9 houses going up next to his house (Roosevelt Court). Asked if this is a county planning commission growth number. Mrs. Hull said there was a lot of community engagement with this plan and she personally knocked on doors to engage the neighbors and get their thoughts on this development. She added that the neighbors were invited to all the community meetings, and she invited Mr. Jacob to set up a meeting to discuss this with him further.

Departmental Reports

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

As reported by Van Rieker, Zoning Officer

Mr. Rieker clarified his report and said just because something is included in his report, does not mean it will be voted on next week. This report is to let the BOC know of the status of any land development and ZHB activities.

- **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. Approved by the BOC in February. Demolition permit issued.
- **Proposed Zoning Map Amendment, 375 Morris Road** – Presently zoned: LI – Limited Industrial. Proposed zoning: IN Institutional. (Former ACTS Corp. Offices). Scheduled for the UGT Planning Commission on April 13, 2022. The building has been for sale for several years and a proposal came in from the MCIU which needs a zoning map amendment.
- **Proposed Zoning Map & Text Amendment, 1500 Pennbrook Parkway**, Walters Group – Proposal for approximately 44 dwelling units in Transit Overlay District (per Comprehensive

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Plan). This is an early introduction of a potential land use manner. This has not been scheduled for the Planning Commission and may not be seen by the PC until May or June.

- **ZHB 22-02 – 621 W. Prospect Avenue** – Variances and appeal interpretation by Zoning Officer to build 2-story garage with other uses as accessory use in R-1 District. Continued to April 26, 2022
- **ZHB 22-03, 1346 E. Prospect Avenue**, Sanctuary United Methodist Church. Variances to permit a 36 sf. Sign where a 24 sf. sign is permitted and a one foot higher sign of 8 ft; and variances from LED regulations to permit multiple colors and flip rate of 2 minutes where 4 hours is required. This will be heard at the March ZHB meeting.
- **ZHB 22-04 – 110 Webers Rd.** - to permit a shed in front yard setback 35 ft. where 50 ft. is required. This is a corner lot. This will be heard at the March ZHB meeting. This is an existing building that was installed without a permit.
- **ZHB 22-05 – 725 Shearer Street** – Variance to permit a one-story accessory building to be detached and located in rear yard with an in-law suite. This will be heard at the March ZHB meeting. This is for a separate dwelling unit for a related party to have their own separate detached building

Mr. Rieker stated that when a related party agreement (MIL suite) is no longer used for that purpose, then the kitchen facilities have to be removed so it can never be used as a rental unit.

9. Engineering Report (Isaac Kessler)

As reported by Isaac Kessler, Township Engineer

- **Road Program**
This was approved for advertising with final edits to bid documents being done for posting on PennBid. It will open for bidding soon and we anticipate recommendation for award at April meeting.
- **Montco2040 Grant**
Illuminated signage requires PennDOT approval for each location. This is in progress, and we are moving this forward as quickly as possible to begin to install the illuminated stop signs and pedestrian crossings.
- **Grant Season**
There are numerous grant opportunities out this time of year and we are working closely with staff to prepare and submit applications for many exciting projects in the Township.

Denise M. Hull, PRESIDENT
Finance/Personnel/Administration

10. Staff Department Reports

This will be placed on the consent agenda

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11. Public Meeting Minutes of February 7, 2022

This will be placed on the consent agenda

12. Public Meeting Minutes of February 15, 2022

This will be placed on the consent agenda

13. Approval of Resolution 05-2022, recognizing April 3-9, 2022 as National Library Week

14. Approval of Resolution 04-2022 allocating funding for the Underground Storage Tank Project in the amount of \$240,198 via transfer from the General Fund Reserve.

Mrs. Zadell said this was budgeted in 2021 and because of supply chain issues, the project did not get completed. This will allocate the money that was budgeted in 2021 to be transferred to the 2022 budget.

15. Approval of Resolution 09-2022 allocating funding for projects related to the WIP diversion.

Mrs. Zadell stated project planning began in 2010 with initial estimates for the WIP of \$26M. Construction began in 2019 and was completed in 2021 and increased the flow to the plant by 30%. Staff is requesting a \$3.4M budget amendment because of unanticipated challenges including electrical improvements at the pump stations, odor control, booster pump for effluent screen water pressure and improvements to the Bio Mag Capacity.

Mrs. Carter asked what is Bio Mag? Ms. Mason said Bio Mag is a process that allows us to process more sludge more quickly and allows us to increase our plant capacity without having to build extra tankage.

Mrs. Zadell said these projects put us right at the initial estimated cost of the WIP project. This money is going to be financed by a loan from the general fund to be paid back through a transfer from the WWTP fund as a 10-year reimbursement fund.

16. Approval of the Temporary Telecommuting policy

Mrs. Zadell stated over the past two (2) years, we have allowed employees to work from home (WFH) one (1) day per week. This is available for those employees that are preapproved to WFH. She added this benefit helps us compete in today's employment market and to be a more flexible, modern workplace with minimal disruption to residents. Mrs. Zadell also said that she will end the policy if residents are not being taken care of.

Fred Hencken, 802 Clover Drive, asked how we measure if residents are being affected by this policy. Mrs. Zadell said she has received no complaints from residents and added that staff will come in to the office to meet with residents even on their scheduled WFH day.

17. Approval of the Non-Uniform Overtime Policy

Mrs. Zadell said this is a policy change to our overtime policy. We currently have a 1-hour minimum policy and we researched neighboring communities and found that a two-hour minimum applies if an employee needs to get called in on a weekend or holiday.

18. **DECISION:** Motion to approve Resolution 08-2022, the appointment of Nathan Crittendon as the voting delegate to the Tax Collection Committee (TCC) for the Township

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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

19. Approval to sign the GCLGS Letter of Intent for the Fire House Project

Presentation by Eric Geiger, Fire Chief

Mr. Geiger said this is a monumental event in the history of the FD.

- Current building on Garfield Avenue was built in 1942 and has had several renovations and additions since then.
- County Assessments estimates the value of the property at \$1,037,400

Building Deficiencies

- Building Infrastructure (issues with roof, carcinogens, etc.)
 - Failing roof system
 - Heating / cooling system needs upgrades
 - Cracking front apron
 - Exterior Façade is cracking
 - Emergency generator not adequate
 - Not ADA compliance
- Apparatus clearance and sheltering
 - Lacking apparatus exhaust removal system
 - Egress issues
 - Floor unsafe when wet
 - No decontamination area
 - No sprinkler system in place
 - No separated gear storage area
 - No room to conduct regular and preventive maintenance to vehicles
- Lack of Space
 - Limited storage
 - Improper storage of equipment
 - No room for training exercises
 - Inadequate space for responder exercise equipment
 - One office space for line officers and administration
- Living / day quarters
 - Current bunk rooms lack privacy
 - Strong push for gender neutral/equal sleeping and showering quarters
 - Limited room to house full crew personnel

Planning for the Future

- Growing Township population
 - expected population in 2035 is 18,655 residents
- In-station staffing
 - FD handle numerous responses, not just fires
 - Trend is a split department organization structure
 - Live in/Volunteer, Live in Paid/Volunteer
- NFPA compliance
 - Numerous compliance regulations

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- Ease of Access/Location
 - More centralized location?
 - Quicker access to main areas of UGT
 - Not is a residential setting
- Location possibilities
 - Allentown & Sumneytown Pike (behind nursing home)
 - 554 – 668 Garfield Avenue
 - 1600 Block of West Point Pike
 - Allentown & Sumneytown (Cemetery)
- Funding
 - \$1.5 M (existing property)
 - 3-year capital funds campaign
 - 2% loans

Mr. Geiger is proposing a letter of intent from the GCLGS to study the needs of the Fire Department. This gives the staff the ability to discuss any considerations for the Firehouse Project.

Fred Hencken, 802 Clover Drive asked about the growth chart and how this number looks compared to the 2040 Comp Plan. Mr. Gieger said he did not use the comp plan numbers but used an average of the growth through the years.

20. Approval of the MOU dated February 15, 2022 between Upper Gwynedd Township, The Upper Gwynedd Police Association and Employee 0025.

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

21. Authorization to advertise Ordinance 2022-01, amending Chapter 169 "Subdivision and Land Development" Section 23 "Sidewalks"

Mrs. Zadell said this change gives us the ability to collect a fee in lieu of sidewalks if there are prohibitive site conditions.

22. Approval of Escrow Release #1 for Upper Gwynedd Equities, LLC Phases 3 & 4 of the Shoppes at Upper Gwynedd in the amount of \$51,790.20

This will be placed on the consent agenda

Liz K. McNaney **Public Works/Parks/Recreation**

23. Approval of the North Penn YMCA 5K race on May 7, 2022 from 6 am – 11 am

This will be placed on the consent agenda

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24. Approval to advertise the bid for Equipment Rental with Labor for various stormwater projects

Mrs. Zadell stated this is something we do each year to maintain stormwater in the Township.

25. Approval of the purchase of a Uni-loader with Skid Steer Saw through COSTARS for the Public Works department in the amount of \$85,000

This is in the 2022 budget.

26. Approval of the appointment of Brian Rippert to the Parks & Recreation Advisory Board

This will be placed on the consent agenda

27. **DECISION:** Motion to approve Resolution 06-2022 the Montco 2040 grant application for the Haines Run Streambank Project

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

28. **DECISION:** Motion to approve Resolution 07-2022, the DCED LSA grant application for the Haines Run Streambank Project

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

29. Approval of the Laurel House 5K Run on Sunday, October 16, 2022

This will be placed on the consent agenda

30. Approval of the purchase of a Gator and Hopper for the Parks & Recreation Department in the amount of \$30,406.36 via COSTARS.

This is a budgeted purchase. Mrs. Zadell said COSTARS is a cooperative purchasing agreement from the State of PA. The State has already procured the bids to reduce costs for municipalities. Ms. Gallagher added that sole source is an exception to the public bidding process if there is only one manufacturer of a certain product.

31. Approval of the purchase of a Utility Vehicle and Snow Maintenance attachments for the Parks & Recreation Department in the amount of \$24,683.92 via COSTARS.

This is a budgeted purchase.

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Martha A. Simelaro Wastewater Treatment

32. Approval of the purchase of a new Chlorine Tank in the amount of \$33,000 via COSTARS

Mrs. Zadell said this was not part of the 2022 budget, but there is money available in the WWTP budget for this purchase.

33. Approval of Change Order #16 for the Hydraulic Expansion Project at the WWTP in the amount of \$171,500 for the removal and replacement of Bio Mag piping.

34. Approval of the sole source purchase of a Dumpster Veyor Trolley Parts in the amount of \$65,000

This is a budgeted project.

35. Approval of the Final Payment to JP Smith Contractors, Inc. for the repainting of the Operating Gallery at the WWTP in the amount of \$22,635.

This is the last payment as part of the flood repairs.

36. Approval of Payment #25 to Blooming Glen Contractors for the WWTP Hydraulic Expansion General Contract in the amount of \$49,982.75.

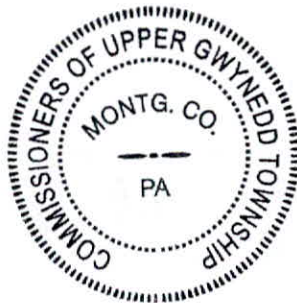
Other Business

37. Approval of March 2022 Open Invoices (via roll call vote)

38. Approval of March 2022 Paid Invoices (via roll call vote)

39. Call for Adjournment

Mrs. Hull adjourned the meeting at 8:48 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved April 19, 2022

/djl