

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## BOARD OF COMMISSIONERS BUSINESS MEETING MINUTES

January 8, 2024

This meeting was held in person at the Township, but due to technical difficulties it was not live streamed and the recording was posted the following day.

### 1. Call to order

The January 8, 2024, Public Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Katherine D. Carter at 7:10 PM. Due to technical difficulties, the recording and visual taping of this meeting began late and begins at Departmental Reports.

### 2. Pledge of Allegiance

The Pledge of Allegiance was led by Finance Director, Nathan Crittendon.

### 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
Sandra Zadell	Township Manager
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

### 4. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session prior to tonight's meeting to discuss matters of Collective Bargaining.

### 5. Recognition of Mike Romanowicz for 15 years of service to the Township

Mrs. Hull shared the highlights of Officer Romanowicz' career and said has made significant contributions to the service we provide to our community. After several years of serving as a Field Training Officer (FTO), Officer Romanowicz recently became the FTO Program Supervisor, which is a very important task. He was a member of the county Major Incident Response Team and will be transitioning to become an operator with the Montgomery County SWAT Team – Central Region. He is the department Quartermaster, managing all uniform and many equipment needs. Officer Romanowicz has also been a leader in recruiting and the hiring processes for new officers. He has earned several Official Commendations, was selected by his peers as the 2014 Officer of the Year and received a Community Service medal in 2020.

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### 6. Police Commendation – Officer Abdenour Fahem, Top DUI Arrests

Chief Duffy said Officer Abdenour Fahem has been able to recognize and apprehend many active DUI and he has made the most arrests in 2023. Officer Fahem is a member of the Traffic Safety Unit. He was congratulated by the Board of Commissioners for his accomplishment.

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

There were no public comments.

## Departmental Reports

### 8. Planning and Zoning Report (E. Van Rieker) As reported by Van Rieker, Zoning Officer

- **825 Morris Road** – Proposed 4-lot Subdivision. Approved by the UGT Planning Commission on October 11, 2023.  
This is up for consideration by the BOC tonight.
- **Merck Bldg 41 Land Development Plan.** Approved by the UGT PC on December 13, 2023.  
This is up for consideration by the BOC tonight.
- **203 Church Road Redevelopment Plan.** Proposed 166,600 sf (2) warehouse buildings.  
This is tentatively scheduled for the Planning Commission for dimensional variances on February 14<sup>th</sup>.
- **Zoning Text Amendment to the Commercial (C) District.**  
This text amendment is to add standards for convenience stores. It has been reviewed and approved by the Planning Commission on December 13, 2023.
- **ZHB 24-01 – 500 Shearer Street.** Multiple dimensional variances to permit construction of a single-family dwelling on a non-conforming undersized lot zoned R-2.  
The applicant is seeking dimensional variances for a non-conforming lot.

### 9. Engineering Report (Nick Cross) As reported by Nick Cross, Township Engineer

- **W. Prospect Avenue Drainage Project** – The authorization for bidding this project will be considered for approval later in the agenda. This project will alleviate stormwater runoff issues along W. Prospect Avenue between Sumneytown Pike and Highland Avenue by installing storm infrastructure that does not currently exist. This area of W. Prospect Avenue frequently experiences sheet flow, especially on the northern side of the street, where there are no catch basins. By installing catch basins and storm piping, the runoff from storm events will be captured by the inlets and conveyed below ground to the basin recently installed as part of the new housing development installed within the past two years. This project will be bid out later this month and construction will take place in the Spring.



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Mrs. McNaney commented that she thought the sidewalks that were installed near St. Rose Lima as part of a Safe Routes to School Project was supposed to take care of this issue. A discussion ensued that there was a Safe Routes to School Project, but the stormwater issue was not addressed.

### **Katherine D. Carter, President** **Finance/Personnel/Administration**

#### 10. Assignment of Liaison positions

Mrs. Carter thanked Chief Duffy, Deputy Chief Caiola, Fire Chief Geiger and Fire Marshal McCann for their help and insight during her tenure as the Public Safety Liaison.

Finance/Personnel/Administration	Katherine Carter
Public Safety	Denise Hull
Zoning/Planning/Code Enforcement	Rebecca Moodie
Public Works/Parks & Recreation	Greg Moll
Wastewater Treatment	Liz McNaney

Mrs. McNaney said she rejects the Wastewater Treatment liaison position.

#### 11. Motion to approve Staff Department Reports

Parks & Rec	Public Works	Police	Zoning	Codes
Eng. – G&A	Eng. – RVE	UGFD	NPFD	VMSC

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

#### 12. Motion to approve the Public Meeting Minutes of December 11, 2023

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

#### 13. Motion to approve the Public Meeting Minutes of December 18, 2023

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

#### 14. Motion to approve Payment #1 to Schipsi Electric for the Facilities Upgrade Project in the amount of \$22,730.44 (via roll call vote)

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

Roll call vote:	President Carter	Aye
	Vice President Moodie	Aye
	Commissioner Hull	Aye
	Commissioner McNaney	Aye
	Commissioner Moll	Aye

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15. Motion to approve Payment #2 for the Facilities Upgrade Project to SB Conrad in the amount of \$44,415 (via roll call vote)

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

Roll call vote:	President Carter	Aye
	Vice President Moodie	Aye
	Commissioner Hull	Aye
	Commissioner McNaney	Aye
	Commissioner Moll	Aye

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

16. Motion to approve the Merck waiver request from Chapter 113-1 & 124-5 for Sunday work hours on Gate 3 Utility Pipe Rack Project. Sunday work between January 14 – February 25, 2024

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

17. Motion to approve the Merck waiver request from Chapter 113-1 & 124-5 for Sunday work hours on B35/B35A Demolition Project. Sunday work between January 21, 2024 – February 4, 2024

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

18. Motion to approve Resolution 02-2024: Merck B41 Preliminary/Final Land Development Project  
Merck Presentation (Greg Landis)

Ms. Gallagher said there is an additional waiver to the resolution per the applicant.

Greg Landis, Merck Representative presented the B41 Lab Facilities Building Land Development Project. This building is surrounded by other Merck buildings and is located on the interior of the Merck campus, 850 feet from Sumneytown Pike. This 3-story building will add 110,600 sf and will be used for laboratory testing and documentation. All consultant review letters are all in place and comments have been addressed.

Merck has requested the following nine waivers:

- Section 162-12.B(1) – To allow 15 inch and 18 inch stormwater conveyance pipes
- Section 162-12.B(2) – To allow a pipe slope less than 0.005 feet per foot where 0.005 feet per foot is required
- Section 162-17 – To not sign operations and maintenance agreements with the Township
- Section 162-19 – To not record operations and maintenance agreements with the County Recorder of Deeds
- Section 168-7.B&C – To allow the Preliminary and Final plans to be reviewed concurrently as one
- Section 168-6.B(2)(b) – To not provide utility and man made features information within 100 feet of the property time
- Section 168-11.B(2)(b) – To not provide a performance guaranty
- Section 168-11.B(2)(c) – To not provide a maintenance guaranty
- Section 168-14.A (in part) – To allow final plan approval without performance and maintenance guarantees



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

19. Motion to approve Resolution 03-2024: Preliminary/Final Land Development for 825 Morris Road 4-lot Subdivision

Ms. Gallagher said there is a minor revision to the resolution regarding tree replacement fees not to exceed \$3000.

Presentation by Rick Mast, Engineer for 825 Morris Road. Mr. Mast said this is a 3-acre tract of land zoned R-2 for a 4-lot subdivision. Currently there are two residences on the property which will be demolished to build four new homes. The applicant is using lot averaging so the existing tree line to the north will remain intact. There will be an easement requiring replacement of trees should they be removed. A new roadway will be installed connecting the four homes with a turnaround to accommodate emergency vehicles. There is a stormwater management system on the proposed property which ties into the existing stormwater management system. The basin will be a Managed Released Concept (MRC) based on the soil type on the property. The homes will be connected to public water and sewer. All consultant reviews are in order and comments have been addressed. There will be signs at the entrance of the development that it is not a through street. The development will have an HOA. The applicant agreed to change the name of the subdivision not to include "Gwynedd" in the name.

Waivers include:

- Allowing 15 inch storm sewer pipes where 18 inches is required
- Seeking Preliminary/Final Plan Approval
- Waiver of typical road configuration standards to allow a Cul de sac that will accommodate emergency vehicles
- Waiver to allow Right of Way width of 40 feet and paved cartway width of 22 feet
- Waiver to allow use of Belgian block curbing in Cul de sac
- Waiver of a sidewalk at Morris Road and the proposed Cul de sac since there is no network to connect to. Applicant will pay the fee in lieu of sidewalks.
- Tree replacement fee not to exceed \$3000

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

20. Motion to approve the Encroachment onto Storm & Sanitary Sewer Easement Agreement for 605 Roosevelt Court

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

### **Denise M. Hull** **Public Safety**

Mrs. Hull made the following Public Safety announcements; There is a water main break at the 100 block of Church Road, Officer Alisa Buonanno is now the new Special Needs Unit Officer in the Police Department, and the UGFD is hosting Trivia Night on January 27<sup>th</sup>.

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### Gregory J. Moll Public Works/Parks/Recreation

21. Motion to authorize the advertisement of the bid for the W. Prospect Avenue Drainage Project

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

### Wastewater Treatment

22. Motion to approve the proposal by BSI Electrical Contractors to install level sensors for the Aeration Tank Effluent Channel in the amount of \$11,675

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

23. Motion to approve the proposal by BSI Electrical Contractors for programming SCADA development for the Influent Distribution Box in the amount of \$13,820

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

### Other Business

24. Motion to approve the January 2024 Open Invoices (via roll call vote)

Hearing no public questions or comments, upon motion by Commissioner Hull, seconded by Commissioner Moll, the motion to approve the Open Invoices was unanimously approved.

Roll call vote:	President Carter	Aye
	Vice President Moodie	Aye
	Commissioner Hull	Aye
	Commissioner McNaney	Aye
	Commissioner Moll	Aye

25. Motion to approve the January 2024 Paid Invoices (via roll call vote)

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

Roll call vote:	President Carter	Aye
	Vice President Moodie	Aye
	Commissioner Hull	Aye
	Commissioner McNaney	Aye
	Commissioner Moll	Aye

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26. Call for Adjournment

President Carter adjourned the meeting at 8:06 pm.



Respectfully Submitted,

Sandra Brookley Zadell  
Secretary

**Approved February 12, 2024**

/djl