

# UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

## BOC BUSINESS MEETING MINUTES

October 17, 2023

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

### 1. Call to order

The October 17, 2023, Public Meeting of the Upper Gwynedd Township Board of Commissioners was called to order by President of the Board, Denise M. Hull at 7:00 PM. This meeting was recorded and visually taped.

### 2. Pledge of Allegiance

The Pledge of Allegiance was led by Public Works employee, Mike Frezza.

### 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
Sandra Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Tyler Williams	Township Engineer
Ted Caiola	Deputy Chief of Police
Nathan Crittendon	Finance Director

Commissioner Ruth Damsker and Zoning Officer Van Rieker were absent.

### 4. Announcement of Executive Sessions

Ms. Gallagher said there were no Executive Sessions to report.

### 5. Recognition of Mike Frezza for 5 years of service to the Township (will attend)

Mrs. Hull said Willard Troxel, Public Works Superintendent commented about Mike Frezza. He said Mike is very good about communicating if there are issues with the job and follows through with assignments. He is very good with the street sweeper and has trained others to use it. Mike serves on our Safety Committee and is always looking for ways to make our Township operations as safe as possible. On a more personal note, he said Mike is a good daddy.

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

Viraf Jacob commented about the Martin Tract, Pennbrook Parkway and spot zoning.

Carl Smith commented about the Board of Commissioners, political agendas, and the comment period.

Linda Smith asked about the plan submitted to the PRC for the Martin Tract. Ms. Gallagher said there is a formal process in which to submit a land development plan, and what was submitted was just a concept plan for discussion and there was no submission to respond to. She also asked about the consultant for the Parks & Rec Comp Plan. Mrs. Zadell said there has never been a comprehensive plan carried out for our parks and it is recommended to do one every ten (10) years. The last open space plan was completed in 2005. The plan is to

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do an in-depth study of our parks and get feedback from the residents on what they want as we have many different conflicting needs from our residents regarding the amenities offered. Mrs. Zadell said the full scope of the RFP can be found on our website. Mrs. Smith said the cost of the project is a waste of taxpayer dollars and grant funding.

Pat Pino asked about the status of the Pennbrook Project. Mrs. Zadell said the text amendment was approved but there has been no further action by the applicant. She asked about funding of the Pennbrook Project to which Mrs. Zadell said she can contact the applicant about funding as the Township doesn't require that information. Mrs. Zadell said if the applicant wishes to proceed, the next step would be a land development application which we have not received yet. Mrs. Pino also asked about the RFP for the Parks & Rec Consultant. Mrs. Zadell said all five consultants that submitted RFPs were very qualified. Simone Collins was chosen because we felt it was the best fit.

Samuel Wampole commented about the Martin Property. He also asked about safety inspections of our parks. Mrs. Zadell said the parks are inspected on a regular basis.

Mark Connelly thanked the Board for the Human Relations Board. He spoke about discrimination of the LGBTQ community. He said it is important to acknowledge discrimination of LGBTQ people.

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

7. Motion to approve Consent Items A-F (via roll call vote)
  - A. Staff Department Reports
  - B. Revised Public Meeting Minutes of August 22, 2023
  - C. Public Meeting Minutes of September 12, 2023
  - D. Public Meeting Minutes of September 19, 2023
  - E. Merck waiver request for extended work hours for Steam Piping Cleaning on B38 Utility Rack Project. Weekend of November 18-19 or November 25-26
  - F. Escrow Release #6 for the Roosevelt Court Development in the amount of \$55,429.50

Glen Hatfield commented about the August 22<sup>nd</sup> meeting minutes. He said the comment section doesn't acknowledge residents vs non-residents. Mrs. Hull said we have not ever discriminated against anyone, whether resident or non-resident making comments. He feels the minutes should reflect the true nature of the meeting.

Hearing no public questions or comments, upon motion by Mrs. Carter, seconded by Mrs. Simelaro, the motion to approve the Consent Items was unanimously approved.

Roll call vote:	President Hull	Aye
	Vice President Carter	Aye
	Commissioner McNaney	Aye
	Commissioner Simelaro	Aye

8. Announcement of Budget Work Session Dates  
~~October 18, 2023 at 1:00 pm~~  
October 23, 2023 at 4:00 pm

Mrs. Hull announced the Budget Work Session scheduled for October 18<sup>th</sup> has been cancelled. The new date is November 1<sup>st</sup> at 11:00 am.



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9. Motion to approve Resolution 23-2023: State Aid

Mrs. Zadell announced we will receive \$647.00 per non-uniform employee and \$1247.00 per uniform employee in State Aid

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

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

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

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

10. Motion to approve the Snow Plow Equipment Bid to Horgan Bros. Inc. in the amount of \$8,900

Mrs. McNaney said we haven't used Horgan Bros. for the past 4 years because we no longer plow state and county roads but may need backup just in case of a severe storm.

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

11. Motion to approve Changeorder #2 to the Liquid Fuels Program in the amount of -\$243,501.52

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

12. Motion to approve Payment #3 for the Liquid Fuels Program in the amount of \$32,069.12  
(via roll call vote)

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

Roll call vote:	President Hull	Aye
	Vice President Carter	Aye
	Commissioner McNaney	Aye
	Commissioner Simelaro	Aye

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13. Motion to approve Payment #4 (final) for the Liquid Fuels Program in the amount of \$15,631.19 (via roll call vote)

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

Roll call vote:	President Hull	Aye
	Vice President Carter	Aye
	Commissioner McNaney	Aye
	Commissioner Simelaro	Aye

14. Motion to approve the appointment of Simone Collins as Consultant for the Parks & Recreation Master Plan

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

### **Martha A. Simelaro** **Wastewater Treatment**

15. Motion to approve Manhole Grouting and CIPP repairs to Utility Services Group in the amount of \$41,840 (via roll call vote)

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

Roll call vote:	President Hull	Aye
	Vice President Carter	Aye
	Commissioner McNaney	Aye
	Commissioner Simelaro	Aye

16. Motion to approve Change order #1 and Payment #2 for the Clarifier 3 Project in the amount of \$210,197.25 (via roll call vote)

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

Roll call vote:	President Hull	Aye
	Vice President Carter	Aye
	Commissioner McNaney	Aye
	Commissioner Simelaro	Aye

### **Other Business**

17. Motion to approve the October 2023 Open Invoices (via roll call vote)

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Carter, the motion to approve the Open Invoices was unanimously approved.

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Roll call vote:	President Hull	Aye
	Vice President Carter	Aye
	Commissioner McNaney	Aye
	Commissioner Simelaro	Aye

18. Motion to approve the October 2023 Paid Invoices (via roll call vote)

Hearing no public questions or comments, upon motion by Mrs. Simelaro, seconded by Mrs. Carter, the motion to approve the Paid Invoices was unanimously approved.

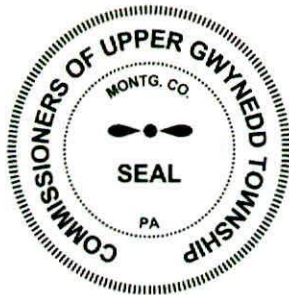
Roll call vote:	President Hull	Aye
	Vice President Carter	Aye
	Commissioner McNaney	Aye
	Commissioner Simelaro	Aye

19. Call for Adjournment

Mrs. McNaney said she has been reading through the past minutes to gain some history of the Township.

Mrs. Zadell said she is available any time to speak with residents and has an open-door policy. We are not using "sneaky terms" to confuse our residents and have a list of acronyms on our website. If there is something you don't understand or would like further information about, please contact me.

Mrs. Hull adjourned the meeting at 8:00 pm.



Respectfully Submitted,

Sandra Brookley Zadell  
Secretary

/djl