

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING WORK SESSION MINUTES

October 9, 2023

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

PLEASE NOTE: The Commissioners decided on item #15 and that decision is included in these minutes.

1. Call to order

The October 9, 2023, 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 Township Engineer, Isaac Kessler.

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
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
E. Van Rieker	Zoning Officer

Commissioner Martha Simelaro and Finance Director Nathan Crittendon were absent.

4. Announcement of Executive Sessions

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

5. Recognition of Mike Frezza for 5 years of service to the Township (10/17)

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

Last month Pat Pino posed the question "Did the Walters Group receive any funds, State or Federal that are derived through any of the following: Home Fund Program, Health Choice Housing Reinvestment Fund, or Affordable Housing Trust Fund (AHTF)."

Mrs. Zadell responded to her by email. We reached out to the developer, and they confirmed that they received funds from the Home Fund program and the American Rescue Act (ARPA) but not from the other funding sources listed. The Township wasn't involved in these applications or approvals of funding in any way. If you would like any further info, please feel free to reach out to us.

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Linda Smith asked if the previous Park Master Plan will be provided to the consultant to which Mrs. Zadell replied yes that information will be shared. Mrs. Smith asked if this was an open space plan. Mrs. Zadell said it is a Park & Rec Master Plan which will focus on our current parks, amenities, staffing and programming. She added that open space is part of it, but it was covered in the 2040 Comp Plan. Mrs. Smith asked if the Martin Tract will be studied. Mrs. Zadell said she doesn't know if that will be part of the scope, but it is part of the 2040 Comp Plan. She also asked if there was a response to the Martin Tract plan that was submitted to the PRC. Ms. Gallagher said there was a discussion on a concept plan submitted at the Plan Review Committee meeting and a formal plan was not presented.

Pat Pino asked, what is the purpose of the Human Relations Board? Mrs. Zadell said it was formed to respond to complaints regarding people that are in a protected class regarding housing, education and employment. Mrs. Pino also asked why it is needed since there are already county and state agencies that do this. Ms. Gallagher said at the Township level, the HRC provides a local mediation process that's not available through the state. This is something many townships have elected to create in order to provide an avenue for residents to deal with potential issues in their home municipalities.

Carl Smith asked if the township traffic engineer had signed off on the egress/ingress regarding the Wawa at Valley Forge Rd. Mr. Rieker will respond during his report.

Departmental Reports

7. Manager's Report (Sandra Zadell)

There was no report.

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

As report by Van Rieker, Zoning Officer

- **ZHB 23-06 North Penn Auto** – Appeal of Zoning Officer to cease parking at 1601 Valley Forge Rd. (Wawa).
The Settlement Agreement was accepted on September 26, 2023. The property owner will allot 14 parking spaces to North Penn Auto
- **645 Sumneytown Pike**, minor 2-lot subdivision resubmitted for final plan approval.
The was approved by the Board of Commissioners on September 19, 2023.
- **Wawa at Sumneytown & Valley Forge Rd.** - Proposed Land Development. Review underway.
This is scheduled for the UGT Planning Commission on October 11, 2023. PennDOT and the Montgomery County Bureau of Roads and Bridges has reviewed the traffic and turning movements on Valley Forge Road and Sumneytown Pike. He added the engineers that are involved with the process are satisfied with the movements. Mr. Rieker said our Traffic Consultant reviewed the scope of the plan and was satisfied. He said the Planning Commission has questioned the turning movements and is looking for additional information at the next meeting.

Carl Smith asked about a prior application and study. Mr. Rieker said there was a prior application about fifteen years ago but was never built. Circumstances and conditions were updated to reflect the current traffic counts since the last study. Mr. Smith said he is concerned about the super Wawa and the traffic it will create.

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- **825 Morris Road** – Proposed 4-lot Subdivision.
This is scheduled before the UGT Planning Commission on October 11, 2023.
- **212 Church Road**, land development for a 34,000-sf storage building to be added to the Secure Storage facility.
This is scheduled before the UGT Planning Commission on October 11, 2023. The applicant has agreed to install sidewalks as part of the walkability program.
- **ZHB 23-XX, 826 Ridgeview Drive**, variance to permit a deck within the minimum rear yard.
This has been withdrawn by the applicant.
- **ZHB 23-23, 606 Roosevelt Court**, variance to permit a patio to be located within the minimum rear yard to permit 12 feet where 20 feet is required.

Glen Hatfield asked if there are left turns permitted onto Sumneytown Pike at the Wawa property. Mr. Rieker replied no.

9. Engineering Report (Isaac Kessler)

As reported by Isaac Kessler, Township Engineer

- **MS4 (Municipal Separate Storm Sewer System)** – RVE on behalf of Upper Gwynedd, recently submitted the annual MS4 report to the DEP. These reports are important updates to the DEP showing that Upper Gwynedd is actively involved in minimizing the amount of stormwater runoff into our local waterways and ensuring that the Minimum Control Measures (MCMs) are met on an annual basis. Those measures include Public Outreach, Public Participation, Illicit Discharge Detection, Construction Site Erosion Control, Post Construction Stormwater Management, and Pollution Prevention. The current 5-year permit will be expiring soon, and we will be renewing with the DEP for a new 5-year term this month.

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

10. Staff Department Reports

This will be placed on the consent agenda

Mrs. Zadell announced that the Parks/Rec department is providing more activities for teens and is bringing in additional revenue for the Township.

11. Revised Public Meeting Minutes of August 22, 2023

This will be placed on the consent agenda

12. Public Meeting Minutes of September 12, 2023

This will be placed on the consent agenda

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13. Public Meeting Minutes of September 19, 2023

This will be placed on the consent agenda

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

15. **DECISION:** Motion to rescind the conditional award of General Construction Contract, Mechanical Construction Contract and Electrical Construction Contract authorized on September 12, 2023 and to award the Building Renovations Project to SB Conrad, Inc for the General Contract Bid in the amount of \$224,170, the Mechanical Bid to Clipper Pipe & Service, Inc. in the amount of \$41,000 and the Electrical Contract Bid to Schipsi Electric. in the amount of \$99,728.02.

Mrs. Zadell said there was a calculation error that was made which changes the low bidder for the Electrical Contract. All parties were notified of the error and signed off on it.

Ms. Gallagher noted there was a slight change to this motion that was made earlier today and posted online.

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

16. Approval of Resolution 23-2023: State Aid

Mrs. Zadell announced we are receiving 12% more to fund the police and non-uniform pension plans.

Katherine D. Carter, Vice President
Public Safety

Ruth S. Damsker
Zoning/Planning/Code Enforcement

17. Approval of the Merck waiver request from Chapter 113-1 & 124-5 for extended work hours for Steam Piping Cleaning on B38 Utility Rack Project. Weekend of November 18-19 or November 25-26.

This will be placed on the consent agenda

18. Approval of Escrow Release #6 for the Roosevelt Court Development in the amount of \$55,429.50

This will be placed on the consent agenda

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

19. Carnival Thank you's (10/9)

Mrs. McNaney thanked all the sponsors who helped make our Carnival a success.

20. Approval of the Snow Plow Equipment Bid to Horgan Bros. Inc. in the amount of \$8,900.

Mrs. Zadell said we received only one bid, and the service and equipment is used if we get an abundance of snow.

21. Approval of Changeorder #2 to the Liquid Fuels Program in the amount of \$243,501.52

This is a negative changeorder reducing the overall cost of the project.

22. Approval of Payment #3 for the Liquid Fuels Program in the amount of \$32,069.12
(via roll call vote)

23. Approval of Payment #4 (Final) for the Liquid Fuels Program in the amount of \$15,631.19
(via roll call vote)

24. Approval to appoint Simone Collins as Consultant for the Parks & Rec Master Plan

Mrs. Zadell said this plan evaluates everything there is with regard to Parks & Recreation. The last plan that was completed was around 2005. The project will include public input.

Martha A. Simelaro **Wastewater Treatment**

25. Approval of manhole grouting and CIPP repairs by a COSTARS vendor in the amount of \$41,840
(via roll call vote)

This is part of an I/I project.

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

This was part of a large 2-year project for updating Clarifier 3.

Other Business

27. Approval of October 2023 Open Invoices (via roll call vote)

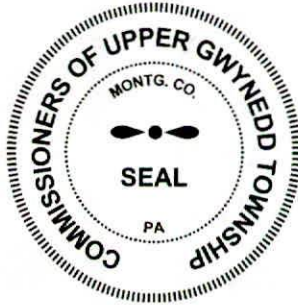
28. Approval October 2023 Paid Invoices (via roll call vote)

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29. Call for Adjournment

Mrs. Carter thanked the UGFD and NPF D as this is Fire Safety Week.

Mrs. Hull adjourned the meeting at 7:45 pm.



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

/djl