

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING WORK SESSION MINUTES

December 11, 2023

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

PLEASE NOTE: The Commissioners made decisions on the following items: #15, #16, #20, #21 and #24 and those decisions are included in these minutes.

1. Call to order

The December 11, 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 Commissioner Martha Simelaro.

3. Roll Call

Roll call was taken by Deanna Logan, Executive Assistant to the Township Manager. The individuals in attendance were:

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|---------------------|----------------------------|
| Denise M. Hull | President |
| Katherine D. Carter | Vice President |
| Liz K. McNaney | Commissioner |
| Martha A. Simelaro | Commissioner |
| Ruth S. Damsker | Commissioner |
| Sandra Zadell | Township Manager |
| Megan Weaver | Assistant Township Manager |
| Lauren Gallagher | Township Solicitor |
| Nicholas Cross | Township Engineer |
| David Duffy | Chief of Police |
| E. Van Rieker | Zoning Officer |

Finance Director Nathan Crittendon was absent.

4. Announcement of Executive Sessions

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

5. Recognition of Peg Poirier for 20 years of service to the Township (12/18)

6. Power Line Trail Presentation (12/18)

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

Tom Dunn is concerned about a lack of progress on a code violation on his neighbor's property. This violation occurred in 2021 regarding stormwater management. He has lost many trees due to this issue and has had to deal with considerable ponding on his property. He is upset with the lack of progress with the issue and the

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problem has gotten worse and is now affecting another neighbor. He is asking the Board to follow up on this issue in a prompt manner. Mrs. Hull said we work hard not to be a police state and take a more relaxed approach and try to work with residents when trying to correct an issue as long as continually progress is being made. Ms. Weaver said she and the Township Engineer went out to inspect the property. The neighbor has an open permit on the property and was told there was additional work to be done in order to close the permit. An official violation letter was issued because the work wasn't completed. Mr. Cross & Mr. Quimby met with the resident this past Thursday and the resident is willing to work on the problem and solve the issue on a temporary basis. We will attempt to get the issue corrected on a permanent basis with a possible swale. Mrs. Hull said we will continue to work with the resident to get this issued resolved. Mrs. Zadell promised to get Mr. Dunn a timetable by Friday.

Departmental Reports

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

As reported by Van Rieker, Zoning Officer

- **Wawa at Sumneytown & Valley Forge Rd.** - Proposed Land Development. Review underway.
This was approved by the UGT BOC on November 21, 2023.
- **825 Morris Road** – Proposed 4-lot Subdivision.
This was approved by 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 was approved by the UGT BOC on November 21, 2023.
- **ZHB 23-24, 1404 Sandys Lane.** Variance to permit an in-law suite addition.
This was approved on November 28, 2023.
- **ZHB 23-25, 1923 E. 2nd Street.** Variance for height of accessory detached garage.
This was approved on November 28, 2023.
- **ZHB 23-26, 554 Woodford Road.** Variance for height and front yard setback of detached garage.
This was approved on November 28, 2023.
- **ZHB 23-27, 428 S. Pennsylvania Ave.** Variance to permit an addition for an in-law suite in front yard.
This was approved on November 28, 2023.
- **Merck Bldg 41 Land Development Plan.**
This is scheduled for the UGT PC on December 13, 2023.
- **203 Church Road Redevelopment Plan.** Proposed 166,600 sf (2) warehouse buildings.
This is tentatively scheduled for January 2024.
- **Zoning Text Amendment to the Commercial (C) District.** Add standards for convenience stores
This is to correct and update how a convenience store gets processed through Upper Gwynedd Township.

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9. Engineering Report (Nick Cross)

As reported by Nick Cross, Township Engineer

- **Road Program** – The 2023 Road Program was recently closed out, and plans and specifications are being drafted for the upcoming 2024 Road Program. The list of roads and ramps is still being finalized based on next year's budget, but the project will be publicly bid early in the New Year and construction will begin in the Spring.

Denise M. Hull, PRESIDENT Finance/Personnel/Administration

10. Staff Department Reports

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

This will be placed on the consent agenda

11. Public Meeting Minutes of November 13, 2023

This will be placed on the consent agenda

12. Public Meeting Minutes of November 21, 2023

This will be placed on the consent agenda

13. Budget Meeting Minutes of October 23, 2023

This will be placed on the consent agenda

14. Budget Meeting Minutes of November 1, 2023

This will be placed on the consent agenda

15. **DECISION:** Motion to approve Ordinance 2023-04: Tax Rate for 2024 (advertised 11/16/23)

There is no proposed tax increase for 2024.

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

16. **DECISION:** Motion to approve Ordinance 2023-05: 2024 Budget Appropriations (advertised 11/16/23)

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

17. Approval of Resolution 30-2023: Supplemental Budget Appropriations

This will move additional funds into our Capital Funds.

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18. Approval of the Hough Recycling Contract Renewal for 2023, 2024 and 2025

We get grant credit from the DEP based on the tonnage that is recycled in the Township.

19. Approval of payment #1 for the Facilities Upgrade Project to SB Conrad in the amount of \$10,980 (via roll call vote)

20. **DECISION:** Motion to approve the 63 Month Lease Agreement with Canon Solutions America in the amount of \$1,623.53 per month

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

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

21. **DECISION:** Ratification of the purchase of (2) Air Packs to DiVal Safety & Supplies in the amount of \$19,272 (via roll call vote)

Hearing no public questions or comments, upon motion by Mrs. Damsker, 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 |
| | Commissioner Damsker | Aye |

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

22. Approval of the Merck waiver request from Chapter 113-1 & 124-5 for Sunday work hours on WP07 for the Antibiotic Waste Collection Project. Sunday work between January 6 – March 31, 2024

This will be placed on the consent agenda

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

23. Approval of the 2024-2026 Skelly's Carnival Contract

This will be placed on the consent agenda

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Martha A. Simelaro Wastewater Treatment

24. **DECISION:** Motion to approve Ordinance 2023-06; increasing the sewer rates for 2024 (advertised 11/28/23)

This will raise the sewer rates \$75 per EDU each year and will help fund the upgrades at the WWTP.

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

25. Approval of the quote by Advanced Rehabilitation Technology for Manhole Lining and Chimney Seals in the amount of \$141,000

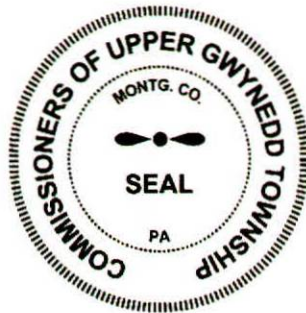
This proposal and item #26 are both for 2024 but we have to get them scheduled at this time. These projects will help with Infill and Infiltration of stormwater into our WWTP.

26. Approval of the quote by Utility Services Group for cleaning and televising sewer mains and laterals in the amount of \$250,000

Other Business

27. Approval of December 2023 Open Invoices (via roll call vote)
28. Approval December 2023 Paid Invoices (via roll call vote)
29. Call for Adjournment

Mrs. Hull adjourned the meeting at 7:41 pm



/djl

Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved January 8, 2024