

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

BOC BUSINESS MEETING MINUTES

December 20, 2022

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

1. Call to order

The December 20, 2022, 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 resident, George Cressman,

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
Martha A. Simelaro	Commissioner
Liz K. McNaney	Commissioner
Sandra Zadell	Township Manager
Megan Weaver	Assistant Township Manager
Lauren Gallagher	Township Solicitor
Isaac Kessler	Township Engineer
David Duffy	Chief of Police

Commissioner Ruth Damsker, Nathan Crittendon, Finance Director and E. Van Rieker, Zoning Officer 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.

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

Mrs. Zadell responded to a question asked by Fred Hencken at the Worksession Meeting. She said last week you asked at the board meeting, "when did we receive the survey results". I received the verbatim responses in late April 2022, the Board of Commissioners first saw a draft of the survey presentation in early May 2022. I hope this email provides a satisfactory response to your question.

There were no public comments.

Denise M. Hull, PRESIDENT
Finance/Personnel/Administration

6. Motion to approve Resolution 36-2022; Supplemental Budget Funds

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

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7. Motion to approve the Memorandum of Understanding regarding police officers 2022 comp time

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

8. Motion to approve the conditional offer of employment to Officer Candidate #1

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

9. Motion to approve the conditional offer of employment to Officer Candidate #2

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

10. Motion to approve the conditional offer of employment to Officer Candidate #3

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

11. Motion to approve Consent Items A – U (via roll call vote)

- A. Staff Department Reports
- B. Public Meeting Minutes of November 14, 2022
- C. Public Meeting Minutes of November 21, 2022
- D. Budget Meeting Minutes of October 13, 2022
- E. Budget Meeting Minutes of October 24, 2022
- F. Adoption of the UGT employee Safety and Health Manual
- G. 2023 Holiday & Meeting Calendar
- H. Resolution 32-2022; reappointment of Barbara McHale to the Zoning Hearing Board
- I. Acceptance of the Deeds of Dedication for Sanitary Sewer Lines and the South Broad Street Right of Way from the Enclave at Maple Green
- J. Release of the performance bond and enter into the Maintenance Period upon proof of recording the Deeds of Dedication for the Enclave at Maple Green
- K. Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work including Sundays on WPB45 Complex from January – March 2023
- L. Escrow Release #5 for the Shoppes at Upper Gwynedd in the amount of \$195,666.55
- M. Agreement for Encroachment onto Storm Sewer Easement for 1222 Jarvis Lane
- N. Stormwater Best Management Practices Operations and Management Agreement for 813 Keating Drive
- O. Payment #1 to KBC Construction LLC for the Dickerson Road Drainage Project in the amount of \$169,081.36
- P. Approval of Payment #1 Stonewood Landshaping for the Newport Lane Basin Retrofit in the amount of \$83,949.25
- Q. Payment #3 to James D. Morrissey, Inc. for the 2022 Roads Program in the amount of \$7,495.04
- R. Change Order #2 for the 2022 Roads Program in the amount of \$2,488 bringing the new contract total to \$857,712.81
- S. Payment #2 (Final) to TTI Environmental, Inc. for the Underground Storage Tank Removal Project in the amount of \$17,908.70
- T. Payment #28 to Blooming Glen Contractors for the WWTP Hydraulic Expansion Project in the amount of \$76,596.81
- U. Approval of the following appointments

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

NAME	COMMITTEE	LENGTH OF TERM	If reappointed NEW TERM EXPIRES
Sandra Zadell	Secretary	1 Year	December 31, 2023
Megan Weaver	Assistant Secretary	1 Year	December 31, 2023
Nathan Crittendon	Treasurer	2 Years	December 31, 2024
Mallie Falconiero	Township Auditor	1 Year	December 31, 2023
Code Inspections, Inc.	Building Inspector	1 Year	December 31, 2023
E. Van Rieker, AICP	Zoning Officer & Planning Coordinator	1 Year	December 31, 2023
Ken Amey, AICP	Assistant Zoning Officer & Planning Coordinator	1 Year	December 31, 2023
Lauren Gallagher (Rudolph, Clarke, LLC)	Solicitor	1 Year	December 31, 2023
James J. Garrity (Wisler Pearlstine)	Special Counsel	1 Year	December 31, 2023
Isaac Kessler (RVE)	Township Engineer	1 Year	December 31, 2023
Alex Dyke (Gilmore & Assoc)	Sanitary Sewer Engineer	1 Year	December 31, 2023
Conor McCann/EMC	Fire Marshal	1 Year	December 31, 2023
Jeffrey A. Tomczak/EMC	Deputy Fire Marshal	1 Year	December 31, 2023
Frank Browne	Joint Board of Appeals	5 Year	December 31, 2027
George Cressman	Joint Board of Appeals	Initial Term	December 31, 2024
Jon West	EAC	3 Years	December 31, 2025
Vacancy	EAC	3 Years	December 31, 2025
Vacancy	EAC	3 Years	December 31, 2025
Jessica Curran	HRC	3 Years	December 31, 2025
Ann Kuntzmann	HRC	3 Years	December 31, 2025
Fred Hencken	IDA	5 Years	December 31, 2027
Frank Gillan	Nor Gwyn Pool	5 Years	December 31, 2027
Vacancy	Parks & Rec Board	Current term expires	December 31, 2023
Chris Carroll	Planning Commission	4 Years	December 31, 2026
Gil Silverman	Planning Commission	4 Years	December 31, 2026
Vacancy	Police Pension Board	2 Years	December 31, 2024
Brant Whisler replacing Ray Royds	Police Pension Board	2 Years	December 31, 2024
Bob Pro replacing Steve Gillen	Police Pension Board	2 Years	December 31, 2024
Denise Hull	UGCA	2 Years	December 31, 2024
Gil Silverman	UGCA	2 Years	December 31, 2024
Cora Moyer	Vacancy Board	1 Year	December 31, 2023
Barbara McHale by resolution	Zoning Hearing Board	3 Years	December 31, 2025

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

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

Mrs. McNaney shared some pictures from the Holiday Lights event and thanked those who helped make the event so special.

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

12. Safe City Solutions Presentation
Presented by Chief Tim Dickinson of Safe City Solutions

Mr. Dickinson said the goals of the study were to identify the police workload and provide a recommendation to the Township on staffing levels. He added various methods were used in the study to try and lessen the impacts of the variables and how they compare to other agencies and municipalities. Mr. Dickinson said it takes fifteen to eighteen (15 – 18) Full Time patrol officers to meet the daily standard and two (2) patrol officers on duty 24/7 to meet the absolute minimum for patrol staffing. Currently, the UGT police department only has twelve (12) patrol officers because of illnesses/injuries, etc. and the department has been running at the minimum staffing levels. He presented the workload analysis and said it only includes patrol officers and does not include management level. He also presented a comparative analysis that only defines what currently exists and not what is needed. He said based on the call volume per officer, the department is very busy. He concluded and recommended adding an additional three (3) Full Time patrol officers to the staff. Mr. Dickinson added that adding the three (3) officers may require financial planning and a period of long-term commitment and phase in over a period of time. He said continuous review of the police department staffing and operations should be evaluated. Chief Duffy said he and Chief Dickinson worked hard to make sure the data was accurate for the study.

Mrs. Carter welcomed Ann Kuntzmann to the HRC and thanked the UGFD for the Santa visit through the Township this past weekend and for Santa for special needs children on Sunday.

Mrs. Hull welcomed George Cressman to the Board of Appeals.

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

13. Motion to approve Resolution 39-2022, Toll Mid-Atlantic Act 537 Plan Revision for new Land Development, the Zacharczuk Tract in Worcester Township, served by UGT sewer.

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

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

14. Motion to approve Change Order #1 for the Newport Lane Basin Retrofit in the amount of \$15,000

Mr. Kessler said the change order is for a repair to a corrugated metal pipe and some repairs to the fence.

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

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

Martha A. Simelaro Wastewater Treatment

Mrs. Simelaro wished everyone Happy Holidays.

Other Business

15. Motion to approve the December 2022 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.

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

16. Motion to approve the December 2022 Paid Invoices (via roll call vote)

Hearing no public questions or comments, upon motion by Mrs. Carter, seconded by Mrs. Simelaro, 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

17. Adjournment

Mrs. Hull wished everyone safe and happy holidays on behalf of the Board of Commissioners and adjourned the meeting at 7:45 pm.

Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved January 17, 2023



/djl