

UPPER GWYNEDD TOWNSHIP BOARD OF COMMISSIONERS

PUBLIC MEETING WORK SESSION MINUTES

December 12, 2022

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: #14, #15, #29 and #37 and those decisions are included in these minutes.

1. Call to order

The December 12, 2022, 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 resident, Fred Hencken.

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
Liz K. McNaney	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
Nathan Crittendon	Finance Director
E. Van Rieker	Zoning Officer

Commissioner Martha Simelaro was absent.

4. Announcement of Executive Sessions

Ms. Gallagher said the Board met in Executive Session on December 7, 2022 to discuss matters of personnel and potential litigation and prior to tonight's meeting to discuss various matters of personnel.

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

Fred Hencken asked when the Township received the results of the recent Township survey. Mrs. Zadell will get an answer to him soon.

Kofi Osei, non-resident, chair of the Towamencin Government Study Commission, made comments regarding the potential sale of the Towamencin sewer plant.

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Departmental Reports

6. Manager's Report (Sandra Zadell)

As reported by Sandra Zadell, Township Manager

Mrs. Zadell address some questions previously posed about the survey results and said the consultant added in some data in error and confirmed only residents were surveyed. She also addressed 1836 Broad St. and replied that property and zoning violations were sent, and timeframes were given to address the violations.

Mrs. Zadell then reviewed the successes of 2021-2022.

- Milled and paved 4.5 miles of Township roads
- Upgrades 104 curbs and ramps to ADA compliance
- Microsurfaced almost 8 miles of roads extending the road life by 5- 7 years
- Creation of Environmental Advisory Council who have added new programming such as rain barrel and composting workshops
- Creation of the Human Relations Commission which focuses on diversity and inclusion who have hosted Unity for Kindness Day
- Acquired numerous grants totaling \$1.8M
- Increased transparency with live streaming of meetings
- Increased citizen engagement by launching the "Gazette"
- Expanded the Police Department services with the addition of a FT Police Officer and a Canine unit
- Funded a FT Fire Marshal / Emergency Management Coordinator
- Participated in the DVRPC Streetlight Program saving hundreds of thousands of dollars over the next 20 years
- Completed upgrades to the Wastewater Treatment Plant to better handle new flow needs created by WIP

Fred Hencken expressed concern that staff did not pick up on incorrect information on the survey. Mrs. Zadell explained why incorrect information was presented on the survey results and said the open records request was fulfilled the day the information was provided by our consultant.

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

As reported by Van Rieker, Zoning Officer

- **ZHB 22-17, 593 Dekalb Pike (Wawa).** Variances to permit up to four (4) EV chargers as accessory structures in the front yard and between the principal building and the street. This was approved on November 22, 2022.
- **ZHB 22-19, 203 Oakland Place.** Variance to permit a breezeway to connect to an existing detached garage, thereby creating the requirement for a 25-foot side yard where 6 ft 2 inches exists. This was approved on November 22, 2022.
- **ZHB 22-20, 1010 Church Road.** Special Exception to permit a Day Care Facility and variances to permit reduced parking setback and two (2) additional façade signs. This is scheduled December 21, 2022.
- **ZHB 22-21, 1601 Valley Forge Road (Wawa).** Special Exception to permit the sale of gas and other motor fuels and variances to permit additional signage and less than 10% of the parking lot to be devoted to landscaping. This is scheduled December 21, 2022. The current Wawa is to be demolished with a new one erected with gas sales.

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- **ZHB 22-22, 1237 Dickerson Road.** Variances to permit a detached garage in front yard and to permit height greater than 14 feet.
This has been continued to January 24, 2023. The applicant is working on details of the plan.
- **ZHB 22-23, 1180 Church Road, Suite 20.** Special Exception to permit Spirit Gymnastics.
This is scheduled December 21, 2022. The applicant is looking to move from their current site at Dickerson Road.
- **Land Development Plan for development of 10 twin dwelling units (5 buildings) at Moyer Blvd. and West Point Pike.**
This is scheduled for UGT Planning Commission January 11, 2023.

8. Engineering Report (Isaac Kessler)

As reported by Nick Cross, Township Engineer

- **Road Program** – the 2022 Road Program has all ADA ramp construction, roadway paving, and line striping completed. We are working with the contractor to close out the program. We are also in the process of preparing the plans and bid specifications for the 2023 ramps and roads to have this ready to bid early in the new year.
- **Dickerson Road Drainage Improvement Project** – construction continues with a large portion of the work completed. Additional coordination between the contractor and some underground utilities is pending and the work is anticipated to be fully complete within the next few weeks.

Mr. Cross extended holiday wishes to everyone.

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

9. Staff Department Reports

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

This will be placed on the consent agenda

10. Public Meeting Minutes of November 14, 2022

This will be placed on the consent agenda

11. Public Meeting Minutes of November 21, 2022

This will be placed on the consent agenda

12. Budget Meeting Minutes of October 13, 2022

This will be placed on the consent agenda

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13. Budget Meeting Minutes of October 24, 2022

This will be placed on the consent agenda

14. **DECISION:** Motion to approve Ordinance 2022-06, Tax Rate for 2023 (advertised 11/18/22)

Mrs. Zadell said there is no increase to the tax rate for 2023.

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

15. **DECISION:** Motion to approve Ordinance 2022-07, 2023 Budget Appropriations (advertised 11/18/22)

Mrs. Zadell said there is an addition of \$15,000 to the budget for the engineering of the Power Line Trail.

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

Mrs. Zadell thanked Nate Crittendon, Finance Director for his work on the budget.

16. Approval of Resolution 36-2022; Supplemental Budget Funds

Mrs. Zadell said this is for surpluses that will transfer to the Capital Fund.

17. Approval of the adoption of the UGT employee Safety and Health Manual

Ms. Weaver said the Safety Committee has been working on for this manual for several months. Mrs. Zadell thanked Ms. Weaver and the Safety Committee.

This will be placed on the consent agenda

18. Approval of the 2023 Holiday and Meeting Calendar (advertised 11/30/22)

This will be placed on the consent agenda

19. Approval of Resolution 32-2022, reappointment of Barbara McHale to the Zoning Hearing Board for a 3 year term ending December 31, 2025

This will be placed on the consent agenda

20. Approval of the following appointments

This will be placed on the consent agenda

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

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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

Katherine D. Carter, Vice President Public Safety

21. Safe City Solutions Presentation (December 20, 2022)

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Ruth S. Damsker

Zoning/Planning/Code Enforcement

22. Approval to accept the Deeds of Dedication for Sanitary Sewer Lines and the South Broad Street Right of Way from the Enclave at Maple Green

Ms. Weaver said this is for the acceptance of the sanitary sewer lines and right of way at South Broad Street from the Enclave at Maple Green which is a 5 lot single family land development project.

This will be placed on the consent agenda

23. Approval to release the performance bond and enter into the Maintenance Period upon proof of recording the Deeds of Dedication for the Enclave at Maple Green

This will be placed on the consent agenda

24. Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work including Sundays on WPB45 Complex from January – March 2023.

This will be placed on the consent agenda

25. Approval of Resolution 39-2022, Toll Mid-Atlantic Act 537 Plan Revision for new Land Development, the Zacharczuk Tract in Worcester Township, served by UGT sewer.

Ms. Weaver said this is for modification of the sewer lines in Worcester Township that is serviced by UGT.

26. Approval of Escrow Release #5 for the Shoppes at Upper Gwynedd in the amount of \$195,666.55

This will be placed on the consent agenda

27. Approval of the Agreement for Encroachment onto Storm Sewer Easement for 1222 Jarvis Lane

This will be placed on the consent agenda

Fred Hencken asked how the opening of the Police Pension Board will be filled. Mrs. Hull said all the open positions have been advertised and will continue to be advertised on the website and social media.

Liz K. McNaney

Public Works/Parks/Recreation

28. Approval of the Stormwater Best Management Practices Operations and Management Agreement for 813 Keating Drive

This will be placed on the consent agenda

29. **DECISION:** Motion to approve the Municibid sale of used Parks & Rec equipment for a total of \$3475.

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

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30. Approval of Payment #1 to KBC Construction LLC for the Dickerson Road Drainage Project in the amount of \$169,081.36

This will be placed on the consent agenda

31. Approval of Payment #1 Stonewood Landshaping for the Newport Lane Basin Retrofit in the amount of \$83,949.25

This will be placed on the consent agenda

32. Approval of Change Order #1 for the Newport Lane Basin Retrofit in the amount of \$15,000

This increase is due to some improvements to the fence and an outfall pipe.

33. Approval of Payment #3 to James D. Morrissey, Inc. for the 2022 Roads Program in the amount of \$7,495.04

This will be placed on the consent agenda

34. Approval of Change Order #2 for the 2022 Roads Program in the amount of \$2,488 bringing the new contract total to \$857,712.81

This is for some additional line striping that was added to the project.

This will be placed on the consent agenda

35. Approval of Payment #2 (Final) to TTI Environmental, Inc. for the Underground Storage Tank Removal Project in the amount of \$17,908.70

This will be placed on the consent agenda

Martha A. Simelaro **Wastewater Treatment**

36. Approval of Payment #28 to Blooming Glen Contractors for the WWTP Hydraulic Expansion Project in the amount of \$76,596.81

This will be placed on the consent agenda

37. **DECISION:** Motion to approve Resolution 38-2022: Small Water & Sewer Grant

Mrs. Zadell said we are applying for a state grant in the amount of \$400,000 + to run our WWTP more efficiently.

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

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Other Business

38. Approval of December 2022 Open Invoices (via roll call vote)
39. Approval of December 2022 Paid Invoices (via roll call vote)
40. Call for Adjournment

Mrs. Hull thanked everyone involved in the Holiday Lights Event as it was a huge success.

Mrs. Hull adjourned the meeting at 7:41 pm.

/djl



Respectfully Submitted,

Sandra Brookley Zadell
Secretary

Approved January 17, 2023