

**PUBLIC MEETING MINUTES**

April 22, 2019

**KENNETH E. KROBERGER, PRESIDENT**  
**Finance/Personnel/Administration**

- 1. Call to order.

The April 22, 2019, Public Meeting of the Board of Commissioners was called to order at 7:30 PM by President of the Board, Kenneth E. Kroberger. The following individuals were in attendance.

Kenneth E. Kroberger	President
James A. Santi	Vice-President
Thomas A. Duffy	Commissioner
Denise M. Hull	Commissioner
Liz K. McNaney	Commissioner
Alex J. Kaker	Interim Township Manager
David W. Duffy	Police Chief
Russ Benner	Township Engineer
David Onorato	Township Solicitor

- 2. Pledge of Allegiance
- 3. Swearing in of Officer Minjoo Kim

Mr. Santi announced the swearing in of Officer Minjoo Kim. He said Officer Kim is a 2008 graduate of Ursinus College with a bachelor's degree in International Relations and a 2015 graduate of the Montgomery County Police Academy. He was a SEPTA Police Officer since 2015 in the tactical operations squad and was highly regarded by the SEPTA Police command staff. He and his family moved to the United States from Seoul, South Korea in 1996. Mr. Santi acknowledged that Upper Gwynedd Township has a sister city in South Korea. Chief Duffy recognized the Kim family and several members of the Civil Service Commission; Bob Capps, Rob Coleman and Raj Patel. Officer Kim was sworn in by Judge Suzan Leonard.

- 4. Commendation of North Penn Art

Chief Duffy recognized Paul Kraynak owner of North Penn Art for donating their time and expertise to frame and hang thirty-four (34) pieces of art in the Police Department after they received water damage from a burst sprinkler pipe.

- 5. Motion to appoint Andrew Falker to the Planning Commission (will attend)

Mrs. Hull said she has the privilege of introducing two (2) gentlemen to fill recent vacancies on the Planning Commission and Zoning Hearing Board.

The first is Andrew Falker, who is a GIS Domain Specialist. He and his wife recently bought a house in Upper Gwynedd and they are eager to settle down here with their children. He is very interested in getting involved with the community.

Hearing no questions or comments, upon motion by Mrs. Hull, seconded by Mr. Santi, the motion was unanimously approved.

6. Motion to appoint Jack Ferguson to the Zoning Hearing Board (will attend)

Mrs. Hull said Jack Ferguson has lived in Upper Gwynedd for the past thirty-six (36) years. His background is in the hospitality industry. He most recently served as the President and CEO of the Philadelphia Convention & Visitors Bureau. He is currently retired and wants to give back to the community. He will serve as the alternate on the Zoning Hearing Board.

Hearing no questions or comments, upon motion by Mrs. Hull, seconded by Mr. Santi, the motion was unanimously approved.

7. Recognition of Larry Comunale (will attend)

Mr. Kroberger stated, we said hello to many people tonight, but sadly we must say goodbye to Larry Comunale. Mr. Comunale was a tremendous help who guided us with his expertise and worked with department heads, staff and residents dealing with many issues. Mr. Kroberger noted that during this interim, Mr. Kaker held three (3) positions; Parks/Rec Director, Assistant Township Manager and Interim Manager.

Mr. Comunale was recognized with a Certificate of Appreciation on behalf of the Board of Commissioners, staff and the community.

Mr. Comunale said it was an absolute privilege it was to work with this highly professional staff and the very dedicated members of the Board of Commissioners. He thanked everyone and said the residents of Upper Gwynedd are well-served by the staff and the Board.

8. Introduction of Sandra Brookley Zadell, Township Manager

Mr. Kroberger introduced Sandra Brookley Zadell to the public. He added that she was the Board's top choice during the 6-month process to hire a new manager. He recognized David Woglom who helped in the vetting and interviewing process. He noted that Mrs. Zadell has been transitioning from Chalfont Borough to Upper Gwynedd and working hard in getting up to speed prior to her first official day on April 29, 2019. Mr. Kroberger also recognized the Zadell family including her husband Will, sons Will and Nolan and her mother, Robin. Mrs. Zadell thanked the Board of Commissioners and promised she wouldn't let them down. She said she believes in local government and said her door will always be open to residents and staff. She also thanked her family for their support and said she is very excited to be here.

9. Motion to approve the Minutes of the Workshop Meeting held March 19, 2019

Mr. Kroberger noted that everyone received copies of the Workshop Meeting Minutes with the Agenda packet. Hearing no questions or comments, upon motion of Mr. Santi, seconded by Mrs. Hull, the Minutes of the March 19, 2019 Workshop Meeting were approved as presented.

10. Motion to approve the Minutes of the Public Meeting held March 25, 2019

Mr. Kroberger also noted that the Public Meeting Minutes were received with the Agenda packet. Hearing no questions or comments, upon motion of Mrs. Hull seconded by Mrs. McNaney the Minutes of the March 25, 2019 Public Meeting were approved as presented.

11. Motion to approve the Department Reports filed by Township Staff.

Mr. Kroberger asked for comments or questions. Hearing none, upon motion of Mr. Duffy, seconded by Mr. Santi, the Departmental Reports were approved as submitted.

- 12. Presentation of public comments and concerns (limit of five minutes per individual).

There were none

- 13. Motion to authorize the expenditure of the 2019 PSATC Annual Commissioners Conference of \$1195.00 per Township Official from June 20-23, 2019

Mrs. Hull and Mrs. McNaney will attend the conference. Mr. Kroberger said this is a worth-while conference to attend as it offers a great deal of training. This conference is for first-class Township officials.

Hearing no questions or comments, upon motion by Mr. Kroberger, seconded by Mrs. Hull, the motion was unanimously approved.

**JAMES A. SANTI, VICE PRESIDENT**  
**Public Safety**

- 14. Motion to approve the North Penn YMCA 5K/10K Race on Sunday, June 2, 2019 at 8:30 am

Mr. Santi noted that the Police Department vetted and recommended approval of this race. Residents along the race lines will be notified prior to the race. No road closures are needed.

Hearing no questions or comments, upon motion by Mr. Santi, seconded by Mrs. Hull, the motion was unanimously approved.

- 15. Motion to approve the Gwyn Nor Elementary School Color Run on Saturday, June 1, 2019 at 9am – 11:00 am

The Police Department also vetted and recommended approval of this race. It will be held on the school grounds only with approximately 200 – 300 participates. Officer Lynch will be on site with the DARE car.

Hearing no questions or comments, upon motion by Mr. Santi, seconded by Mr. Duffy, the motion was unanimously approved.

- 16. Motion to approve the St. Rose of Lima Tortoise and Hare 5k Run/Walk on Saturday, May 11, 2019, 8:30 am

The Police Department also vetted and recommended approval of this race. There will be approximately 75 – 100 participants and the goal is to raise money for alopecia areata.

Hearing no questions or comments, upon motion by Mr. Santi, seconded by Mr. Duffy, the motion was unanimously approved.

**THOMAS A. DUFFY**  
**Public Works/Parks/Recreation**

**DENISE M. HULL**  
**Zoning/Planning/Code Enforcement**

- 17. Motion to approve Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work on Building 78A Roof Replacement Project. (Sundays in May & June 2019)

Mrs. Hull said all of the Sunday dates are backup dates to the Saturday dates that are already approved.

Hearing no questions or comments, upon motion by Mrs. Hull, seconded by Mr. Duffy, the motion was unanimously approved.

- 18. Motion to approve Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work on Building 38 PnP Roof Replacement Project. (Sundays in May & June 2019)

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

- 19. Motion to approve Merck & Co. waiver request from Chapter 113-1 & 124-5 for afterhours crane work on Building 60 Duct Repair Project. (Sundays in May & June 2019)

Hearing no questions or comments, upon motion by Mrs. Hull, seconded by Mr. Santi, the motion was unanimously approved.

- 20. Motion to approve the release of the Maintenance Bond for Gwynedd Chase (Dion Tract)

Mrs. Hull explained that a maintenance bond is an agreement between a developer and the Township that guarantees the completion of work. This bond has been held for the past 18-months during the completion of the punchlist. It was inspected by T&M Associates who recommended the release of the bond.

Hearing no questions or comments, upon motion by Mrs. Hull, seconded by Mr. Duffy, the motion was unanimously approved.

- 21. Motion to approve the Colorcon waiver request from Chapter 113-1 & 124-5 for afterhours construction work at 420 Moyer Blvd. Thursday, May 16 – Saturday, May 18, 6 am - 7am and Sunday, May 19 from 6 am – 9 am

Mrs. Hull said that Colorcon is expanding their parking lot and expanding the height of their building. The early morning work concerned the Board. They received clarification from Colorcon that most of the early morning work will be done internally and the noise will be minimal.

Hearing no questions or comments, upon motion by Mrs. Hull, seconded by Mr. Santi, the motion was unanimously approved.

**LIZ K. MCNANEY**  
**Wastewater Treatment**

- 22. Motion to approve Resolution 05-2019, establishing a fee for the operation of the Township's Pre-Treatment Program for 2018

Mrs. McNaney said this is for industrial and commercial contributors to the Wastewater Treatment Plan. This fee covers the inspection costs incurred by the Township.

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

- 23. Motion to approve the Land Development and Construction Escrow Agreement with Towamencin Township for the Valley Forge South Pump Station

Mr. Onorato said this is an agreement with Towamencin Township to construct a pump station in Towamencin on South Valley Forge Road near the turnpike as part of the sewer diversion project. This is the escrow agreement which lays out the rules of the construction project. Upper Gwynedd will put money in escrow which will allow us to proceed with the land development project.

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

- 24. Motion to approve the Indemnification Agreement for the Valley Forge South Pump Station

Mrs. McNaney said this agreement would release the homeowner any liability of the maintenance for the sanitary sewer easement agreement at the Valley Forge South Pump Station.

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

- 25. Motion to approve Payment #3 to Blooming Glen Contractors for WWTP Hydraulic Expansion Project in the amount of \$21,427.16

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

- 26. Authorization to advertise ordinances for the condemnation of properties related to the sanitary sewer diversion project. 1611 Valley Forge Rd., 1619 Valley Forge Rd., 965 Musket Dr., 966 Musket Dr.,

Mr. Kaker said these properties are part of the diversion project. This is a temporary construction easement that gives us access to put in the new pipe. Mr. Onorato added we already have an interceptor pipe in the ground and we need a little more space for equipment in addition to the current pipe easements.

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

27. Motion to approve the Escrow Agreement for 1217/1221 Swedesford Road

Mrs. McNaney noted this is a property in Lower Gwynedd Township that has entered into an agreement of sale. The address uses an Upper Gwynedd sewer connection and we are requesting an escrow to add a second connection.

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

**OTHER BUSINESS**

28. Approval of the April 2019 bills.

Mr. Kroberger noted that the Board had received a copy of the General fund bills. Hearing no questions, upon motion by Mr. Duffy, seconded by Mrs. Hull the General Fund bills were approved.

Mr. Kroberger said the next item is the Sewer Bills and asked for questions or comments. Hearing none, upon motion by Mrs. McNaney, seconded by Mrs. Hull, the Board unanimously approved the Sewer Fund bills.

Mr. Kroberger advised that the Board was also being asked to approve invoices from all other funds which include the Collection System, VEBA and the Pensions. Hearing no questions or comments, upon motion by Mr. Santi, seconded by Mr. Duffy, the Board unanimously approved these invoices as well.

Mr. Kroberger said that there were several invoices that had been prepaid due to timing. Hearing no questions or comments, upon motion by Mr. Duffy seconded by Mrs. McNaney, the Board unanimously approved the pre-paid invoices.

29. Call for Adjournment.

Mr. Kroberger said there will be an Executive Session this evening to discuss personnel and legal issues.

There being no further business, upon motion by Mr. Duffy, seconded by Mr. Santi, the meeting was adjourned at 8:09 pm.

Respectfully Submitted,

Sandra Brookley Zadell  
Township Manager

**Approved May 20, 2019**



/djl