

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, DECEMBER 14, 2021**

SUPERVISORS PRESENT:

Mark Grey, Chairman
Danielle A. Duckett, Vice-Chair
Edward J. Brandt
Kathleen Hunsicker
Tessie McNeely

STAFF:

Craig T. McAnally, Township Manager
Jamie Worman, Assistant Township Manager
Neil Stein, Esq., Solicitor
Paul Kenny, Police Chief
Mike Gargan, Lieutenant
Chuck Wilson, Finance Director

Call to Order and Pledge of Allegiance

The Chairman called the hybrid meeting to order at 7:00 p.m. at the Lower Gwynedd Township Building and virtually on Zoom and led those in attendance in the pledge of allegiance. The Chairman stated the Board of Supervisors met in an Executive Session before the meeting on a personnel matter.

Announcement: Tonight's Board of Supervisors Meeting is being video recorded.

PRESENTATION

Mr. Jay Leadbeater, Chief of the Wissahickon Fire Company, and Mr. Al Comly, President of the Wissahickon Fire Company, presented a citation and blanket to Chairman Mark Grey and Supervisor Ed Brandt in appreciation for their service to the community. Mr. Leadbeater thanked to the two supervisors for their continued support of the fire companies through their work on the Emergency Management Subcommittee.

BUSINESS AND FINANCE

Receipt of Minutes: November 23, 2021

The Board of Supervisors received the November 23, 2021 meeting minutes. There were no comments. Ms. Duckett made a motion, seconded by Ms. McNeely to approve the November 23, 2021 meeting minutes. The motion passed 5-0.

Receipt of Invoice History: October 2021

The Board of Supervisors received the Invoice History for October 2021 in the amount of \$576,607.62. There were no comments. Ms. Hunsicker made a motion, seconded by Ms. McNeely to approve the Invoice History for October 2021. The motion passed 5-0.

Receipt of Year-to-Date Budget Report and Balance Sheet: August, September, October 2021

Mr. Grey verified these reports were ready for action. He then asked the Finance Director to give a report. Mr. Chuck Wilson, Finance Director, stated that for the first ten months of the year revenues exceeded expenditures and are trending very close to the 2020 budget. Essentially the numbers are in line with the budget. There were no comments. Ms. Hunsicker made a motion to approve the YTD Reports and Balance Sheets for August, September, and October 2021. Mr. Brandt seconded the motion and the motion passed 5-0.

Approval of the 2022 Budget & Fiscal Plan

Mr. McAnally reported that the budget has been advertised for the required period of time and is before the BOS tonight for approval. He added that we are proposing to use fund balance to balance the budget in 2022. There are no tax increases proposed.

Resolution No. 2021-24: Budget Resolution

A resolution of the Township of Lower Gwynedd appropriating specific sums estimated to be required for the specific purposes of the municipal government during the year 2022. There were no comments. Ms. Hunsicker made a motion to approve Resolution No. 2021-24, and Ms. McNeely seconded the motion. The motion passed 5-0.

Resolution No. 2021-25: Tax Resolution

A resolution of the Township of Lower Gwynedd levying a tax on all real property within Lower Gwynedd Township subject to taxation for the fiscal year 2022. There were no comments. Ms. Duckett made a motion to approve Resolution No. 2021-25, and Mr. Brandt seconded the motion. The motion passed.

BUILDING AND ZONING

Resolution No. 21-26: 820 N. Bethlehem Pike (Goddard School) request for 90-Day Time Extension for outside agency approvals

Ms. Kate Harper, Esquire was present to request an extension of land development approval for the 820 N. Bethlehem Pike (Goddard School) project. She explained that her client is still waiting on a highway occupancy permit from PennDot and in order to avoid the approval expiring, they are requesting an extension of 90-Days. Mr. Brandt made a motion to approve a 90-Day extension, and Ms. Hunsicker seconded the motion. There were no comments. The motion passed 5-0.

OTHER BUSINESS

Approval of Employment Offer for Administrative Assistant

Mr. McAnally requested authorization to extend an employment offer to the candidate for the position of Administrative Assistant, Michelle Farzetta. Ms. Farzetta is scheduled to begin on January 10th, 2022. There were no comments. Ms. Duckett made a motion to approve the employment offer, and Mr. Brandt seconded the motion. The motion passed 5-0.

Approval of Employment Offer for Office Assistant

Mr. McAnally requested approval to extend an employment offer to Ms. Jennifer O'Brien for the position of Office Assistant. He explained that this was merely a formality, as Ms. O'Brien began her employment on Monday, December 13th, 2021. Ms. Duckett made a motion to approve the employment offer, and Ms. Hunsicker seconded the motion. The motion passed 5-0.

DVHT 2-year Contract: Addendum to Delaware Valley Health Trust Agreement

Mr. McAnally explained that the Delaware Valley Health Trust is offering a reduction in the healthcare premium if the Township agrees to extend their existing contract for a period of 2-years. He noted that the Township is currently under contract and this addendum will add an additional year to the existing 2-year contract for a premium reduction of \$48,305.00. Ms. Duckett made a motion to approve the contract extension, and Mr. Brandt seconded the motion. The motion passed 5-0.

Authorize Purchase of Three (3) Laptops for Police Vehicles

Chief Paul Kenny and Lieutenant Mike Gargan were present to discuss this request. Chief Kenny explained that the police vehicles are all equipped with laptops which enables them to communicate and access the tools they need to complete their duties. Currently they have three refurbish vehicle laptops. Two of these refurbished laptops are no longer functioning and are in need of an emergency replacement. Mr. Grey questioned how long it would take to get replacements. Mr. Gargan replied that it will take approximately three weeks. He added that the laptops are \$5,000.00 each and come with a three-year warranty. Mr. Grey asked if the laptops are tied into the Township network. Mr. Gargan replied that they are tied into the Police network not the Township. Chief Kenny clarified that the cars themselves still operate fine it is the tools they use inside the vehicle that are not working. Mr. Grey asked if this expense was in the budget. Chief Kenny replied that this just happened and was not an anticipated expense. Ms. Duckett clarified that there are currently three refurbished laptops, two of which aren't working. She then suggested that all three be replaced. Mr. Gargan agreed that purchasing three would be preferred. Ms. Duckett made a motion to authorize the purchase of three laptops for the police vehicles, and Ms. Hunsicker seconded the motion. The motion passed 5-0.

Authorize Denial of All Bids for the Penllyn Woods HVAC Replacement

Mr. McAnally requested approval to reject the bids received for the HVAC replacement at the Penllyn Woods Community Building. He explained that we were looking to upgrade the equipment but it is still working and the bids came in much higher than expected with the low bid being \$79,000.00. Staff is recommending that we hold off and rebid the project when the prices come down. Ms. McNeely questioned if this was budgeted for 2022. Mr. McAnally replied that it was budgeted for 2021, but that we will amend the budget to include in 2022. Ms. Duckett made a motion to reject the Penllyn Woods HVAC bids, and Ms. McNeely seconded the motion. The motion passed 5-0.

Request from EMS Subcommittee

Mr. Brandt explained that he would like to recognize the volunteer firefighters within the Township by offering them a tax credit that is permitted through certain legislation. He requested that the Township Solicitor, Neil Stein, explain this in detail to the board and audience. Mr. Stein explained that it is difficult to recruit volunteer firefighters and, in an effort, to encourage volunteerism there is legislation that permits the elected body to pass an ordinance or resolution offering a property tax credit, earned

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income tax credit, or issue a small stipend subject to the rules and procedures of the approved ordinance or resolution. Mr. Brandt requested the BOS consider a stipend of \$500.00 for residents of Lower Gwynedd Township who answer the call to fight fires in the Township through either the Wissahickon Fire Company or the North Penn Volunteer Fire Company. Mr. Grey recommended that the BOS instruct staff to prepare a resolution or ordinance to provide this stipend to the volunteer firefighters in 2022. Ms. Hunsicker questioned whether it had to be one specific benefit or if the volunteer could choose which benefit they wanted. Mr. Stein explained that the BOS can decide that and include it in the resolution. Ms. Duckett questioned if the preference was to offer the stipend. Mr. Brandt replied he had no preference. Ms. Duckett asked how many firefighters lived in the Township. Mr. McAnally replied that he is told that North Penn has three volunteers and Wissahickon has ten. There was no public comment. Mr. Brandt made a motion to instruct staff to prepare a resolution or ordinance offering the combination of the permitted incentives to the volunteer firefighters who live in Lower Gwynedd Township. Ms. Hunsicker seconded the motion and the motion passed 5-0.

PUBLIC COMMENTS

The Chairman opened the meeting for public comment for items not on the agenda. There were no public comments.

MANAGER'S REPORT

Mr. McAnally presented certificates issued by the Pennsylvania State Association of Township Supervisors (PSATS) to Chairman Mark Grey for 12 years of service and to Supervisor Ed Brandt for 35 years of service. Mr. McAnally thanked both Supervisors for their dedication and support during their tenure and wished them well in their future endeavors.

SUPERVISORS COMMENTS

Mr. Brandt thanked staff for a job well done. He thanked all of the volunteers and fellow supervisors for their service. He stressed the importance of the committee system he started back in 1993 and thanked all of the volunteers who serve on these committees and support the Township. He congratulated Mr. Twersky and Ms. Martin and wished them well in their new roles as Supervisors. He thanked Mr. Grey for his service. He posed a challenge to the new BOS, a new public works facility. He stressed the importance of constructing a new building and bringing the entire public works operation to a single location. He suggested the BOS make this their number one priority for 2022.

Ms. Hunsicker thanked Mr. Brandt for his service, his guidance, instruction, advice, and friendship over the years. She suggested the new public works building be named in his honor. She thanked Mr. Grey for his service and wished him luck.

Ms. McNeely thanked both Mr. Brandt and Mr. Grey for their service. She added that she owes a great deal of gratitude to Mr. Grey for mentoring her. She congratulated them both and stated that she had learned so much from them and she was very thankful for that. She thanked Mr. Brandt for all of the wisdom he was imparting and wished both Supervisors all the best in the future.

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Ms. Duckett echoed the statements of her fellow supervisors. She added that it was a pleasure serving with both Mr. Grey and Mr. Brandt and she was thankful for all of the knowledge they shared and that they were exemplary public servants.

Mr. Grey thanked everyone for their comments and even though it is time for goodbye, he's not actually going anywhere. He commented it has been a remarkable journey for him and public service has such meaning in his life. He noted that he has met extraordinary people during his 12 years on the Board and they have made his life richer. He stated that it's time for the new leaders to step in but they will hear from him and Mr. Brandt from time to time. He wished them both the best. He thanked the staff for a job well done and he thanked Mr. Brandt for his remarkable 35 years of service. It is an end of an era, but a start of a new one.

There being no further questions or comments, the meeting was adjourned at 7:53 p.m. until the next meeting scheduled for January 3, 2022 at the Lower Gwynedd Township Building and virtually.

Respectfully submitted,

Jamie Worman

Assistant Township Manager