

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
MONDAY, JANUARY 24, 2022**

SUPERVISORS PRESENT:

Danielle A. Duckett, Chairman
Michael Twersky, Vice Chair
Janine Martin
Kathleen Hunsicker
Tessie McNeely

STAFF:

Craig T. McAnally, Township Manager
Jamie Worman, Assistant Township Manager
Michelle Farzetta, Assistant Secretary
Neil Stein, Esq., Solicitor
Paul Kenny, Police Chief
Ken Amey, Zoning Officer
Fred Zollers, Public Works Director
Jim Hersh, Township Engineer
Chuck Wilson, Finance Director

Call to Order and Pledge of Allegiance

The Chairman called the hybrid meeting to order at 7:04 p.m. at the Lower Gwynedd Township Building and virtually on Zoom and led those in attendance in the pledge of allegiance.

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

Recognizing Kenneth Amey for Years of Service

The Chairman recognized Kenneth Amey for serving Lower Gwynedd Township for over 15 years by presenting a Proclamation to Mr. Amey. Ms. Duckett read the proclamation, discussed his years of service with the township and presented Mr. Amey with a blanket and his Proclamation.

BUSINESS AND FINANCE

Receipt of Minutes: January 3, 2022 Organization Meeting

The Board of Supervisors received the January 3, 2022 meeting minutes. There were no comments. Ms. Hunsicker made a motion, seconded by Ms. McNeely to approve the January 3, 2022 meeting minutes. The motion passed 5-0.

Receipt of Minutes: January 10, 2022

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The Board of Supervisors received the January 10, 2022 meeting minutes. An updated version was resent earlier in the day due to some grammatical issues. There were no comments. Ms. Hunsicker made a motion, seconded by Ms. McNeely to approve the January 10, 2022 minutes. The motion passed 5-0.

Presentation by Michael Hill from E-Collect on Collecting Delinquent Business and Mercantile Taxes

Michael Hill joined via Zoom. Mr. Hill discussed the purpose of E-collect. What they do is identify and collect any unpaid taxes from businesses that ran for 15 days or more. E-Collect will work with Berkheimer to identify the businesses that may owe and are not paying these taxes. E-Collect will notify them and collect any taxes due. They would then work with Berkheimer again to collect the records. They would make sure to have township approval before moving forward with any decisions or type of legal action due to nonpayment.

Ms. Duckett asked that he confirm the 15-day time period for the business privilege tax and asked for clarification on the process. Mr. Twersky asked what the next phases of the process looked like. Mr. Twersky also wanted to know who the liability fell on should a business/person decide to sue. Mr. Hill explained the last 2 steps of the process and confirmed that Lower Gwynedd Township would not be liable should a business decide to seek any legal action. E-Collect carries insurance that would cover any cost incurred due to legal action. Ms. McNeely wanted to know the statute of limitations on this and how long the process takes. Mr. Hill stated typically there is a 3-year statute of limitation and that the process takes typically 60 days, but could be 90-120 days. Ms. Duckett then asked the supervisors and public if they had any other questions at this time. No other questions were asked.

Authorization to Accept Revised Proposal from E-Collect PA, LLC to Identify and Collect Delinquent Taxes for Lower Gwynedd Township

Mr. Twersky moved to have this tabled. He feels the Board needs more time to look into this. Ms. Martin seconded the motion. The motion was passed 5-0 to table this for now.

Presentation by William Blair from Wireless Realty Advisors on Cell Coverage

Mr. Blair was not in attendance for presentation.

BUILDING AND ZONING

Resolution #2022-05 Acceptance of ROW on Dager Road from Bethlehem Baptist Church

Mr. Stein explained to the Board of Supervisors that in May of 2017 Bethlehem Baptist Church was granted land development approval for a parking lot expansion. As part of that land development plan there was an offer of dedication of the right-of-way for Penllyn Pike and Dager Road. The resolution before the board tonight is to accept the offered right-of-way. Mr. Twersky wanted clarification as to what this meant for the township. Mr. Stein explained that LGT was now responsible for the road area as it is part of the public road system. Mr. Twersky made a motion to approve Resolution #2022-05 accepting the ROW offered for dedication from Bethlehem Baptist Church, Ms. Hunsicker seconded the motion. Motion passed 5-0.

Authorize the Township to Expand Their Agreement with Keystone Municipal Services to Provide Services for a Zoning Officer/Planner

Mr. McAnally stated that we are currently utilizing Keystone's services for building inspections and planning reviews. He would like to add the Zoning officer and Land Planner services to the agreement, due to Mr. Amey's retirement. We are asking the consultant to work a 10-hour week, just as Mr. Amey did at \$75.00 an hour and up to 5-night meetings a month. Steven Ware is the person who will be handling this from Keystone.

Ms. Duckett confirmed that this service was in addition to the current services we are receiving. Mr. Twersky asked if additional time would be put in if needed. Mr. McAnally confirmed this. Ms. McNeely asked if this person would be taking over all of Mr. Amey's responsibilities. Mr. McAnally stated that he and Mr. Amey would be meeting with Keystone on Thursday, January 27th to review the terms. Ms. Martin made a motion to authorize the expansion of the Keystone Municipal Services Agreement to include services for a Zoning Officer/Planner, Mr. Twersky seconded the motion. Motion passed 5-0.

OTHER BUSINESS

Resolution #2022-06- RFP for Professional Services in LGT

Ms. Duckett read through the resolution. The intent is to make sure we are getting the best services. Ms. Hunsicker clarified that this resolution would include all contracted professional services, solicitor, engineer, inspectors, etc. Ms. McNeely asked what the time line would be for these services, as she wants to make sure that all services aren't changed at the same time. Ms. Duckett confirmed that this would not happen. They would be assessed as needed, but not less than every 5 years. Mr. Twersky stated that the timeline would start today, as this is when the resolution is being put in place. Moving forward all professional services would be looked at within a time frame not to exceed five years. A motion was made by Mr. Twersky to approve Resolution #2022-06 requiring RFPs for professional services at least once every five years. Ms. Martin seconded the motion. Motion passed 5-0.

Appointment of the Investment Advisory Committee Member

Ms. Duckett explained that this reappointment was inadvertently missed at the reorganization meeting so it was listed on the agenda for this evening. Ms. Hunsicker made the motion to reappointment Mr. Jim Morris to the Investment Advisory Committee and Ms. McNeely seconded the motion. Motion passed 5-0.

Appointment of Deputy Tax Collector

Ms. Duckett stated the current Tax Collector, Natalie Cormier, has asked for a Deputy Tax Collector. Ms. Hunsicker stated that she contacted Ms. Cormier to discuss Melissa Wanczyk. Ms. Wanczyk is also the Tax Collector in Whitpain Township. Ms. Hunsicker explained that between them and the tax collector in Ambler they are working together to help each other. Ms. Hunsicker made a motion to approve the appointment of Melissa Wanczyk as Deputy Tax Collector, and Ms. Martin seconded the motion. Motion passed 5-0.

Appointment of EAC Member

Ms. Duckett stated that there are three applications for the open position on the EAC. She asked the BOS to make a recommendation. Ms. Martin stated that she had done some research and found that it is recommended that one member should also be part of the municipal planning board. The idea is that the EAC and planning commission would work together on environmental issues. Ms. Martin feels that this would be a good practice to follow. Ms. Martin then made a motion to add Maureen Nunn as the EAC member, as she would be part of both committees. Ms. Duckett confirmed that she had also read the same recommendation and asked Mr. Stein if this was permitted. Mr. Stein read the statute and stated that this is fine, there should be no conflict. Ms. McNeely seconded the motion. Motion passed 4-1. Mr. Twersky abstained from the vote, as he was not aware of the statute that Ms. Martin talked about and felt uninformed and did not want to vote.

Acceptance and Approval of Amended EAC By-Laws

Ms. Duckett asked Mr. Stein to explain these amended by-laws. Mr. Stein stated that these by-laws pertain to associate members. He clarified that the EAC can appoint these associate members and have established criteria to do so including a requirement of attendance at two meetings. Ms. McNeely asked what the time line looked like for attending these two meetings. Mr. Stein stated this is not addressed in the proposed amendment, it is up to the EAC to determine. Ms. McNeely asked if Lisa Brown or Mark Schafer would like to add to this conversation as they are the current Chair and Vice Chair of the EAC. They both confirmed that up until now there had not been a process to appoint someone as an associate member. The purpose of this amendment is to have a process that is fair and equal to everyone. Mr. Twersky wanted to know the criteria for becoming an associate member. Ms. Brown stated that there is not any one particular expertise that someone has to have. It is just a willingness and interest to join. There are currently 4 associate members. Ms. McNeely made a motion to accept and approve the amended EAC By-laws. Ms. Martin seconded the motion. Motion passed 5-0.

Authorization to Purchase New F550 Dump Truck for Public Works

Mr. Zollers explained the need for the new truck and how it will be used. He would like to move forward now with the purchase due to current delays and pricing changes within the industry. They are currently using a 2008 dump truck that they will sell on Municibid once the new F550 Dump Truck arrives. The 2008 truck has been having some mechanical problems, so he would like to replace it before it is not repairable. Mr. Twersky asked for clarification on the cost. Mr. McAnally confirmed that the budgeted amount was \$120,000 and the total cost, per the proposal, is \$113,454. Ms. McNeely asked where the truck will be parked. Mr. Zollers stated that the 2008 truck is currently kept indoors. Once the new truck arrives it will be kept indoors and the old truck will be left outdoors until sold. Mr. Twersky made motion to authorize the purchase of a new F550 Dump Truck. Ms. Hunsicker seconded the motion. Motion passed 5-0.

Authorization to Advertise the 2022 Road Program

Mr. Hersh stated that there is 3.1 miles of road to be repaired. There are two contracts going out again this year, Mill and Overlay and Ultra-Thin Bonded Wearing Course. Ms. Duckett asked how it is determined which roads get milling and which get patched. Mr. Hersh explained that he and Mr. Zollers drive around and evaluate the roads. Mr. Twersky asked what the current budget was for the road program. Mr. McAnally stated there was \$524, 591 in the budget for road work. Ms. Hunsicker made a motion to authorize the advertisement of the 2022 road program and Mr. Twersky seconded the motion. Motion passed 5-0. Ms. McNeely asked how the roads were holding up so far this winter and if

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changes could be made to the plans if necessary. She also asked about the pothole on Swedesford Road and Township Line Road. Mr. Hersh stated that changes do not happen often. He also stated that the section of Swedesford Road with the pothole is maintained by Upper Gwynedd Township.

Update from Gilmore Associates on the Flood Study near the Wissahickon School District Property

Mr. Hersh stated that the Township was made aware of the grant award at the end of last year. He explained that they are going to start working on this project. Mr. Hersh stated that he has requested the data from FEMA. Ms. Duckett clarified that the space of the study included the creek and Ambler Yards property. The data from FEMA is needed to put the plan together. Mr. McAnally and Mr. Hersh stated that the Wissahickon School District is aware and have agreed to contribute to the cost. Ms. Duckett asked for a timeline. Mr. Hersh is hoping to have this wrapped up in the first half of the year.

COMMITTEE REPORTS

EAC Committee Update

Ms. McNeely addressed the recycling bin for batteries. An advertisement on PATCH about the battery recycling program has overwhelmed the system. People outside of Lower Gwynedd Township, they believe, appear to be dropping off batteries by the box and it is becoming too much for the volunteers to handle and process. Ms. McNeely is asking that battery recycling be combined with other events such as Pike Fest and the E-Recycle Day in April. Ms. Duckett asked for clarification as to where the batteries are going. Brenda Doll from the EAC explained the procedure for recycling the batteries, including the shipping procedure. Ms. Doll stated that this is a valuable program, however, currently it is not working well.

Parks and Recreation Committee Update

Ms. Martin addressed a few of the recommendations in the Managers Report regarding assessing the park playgrounds, the amphitheater wall and repurposing the McCormick House. There was a detailed discussion about the Amphitheater wall. This conversation included the age of the wall, the hazard it is currently posing, how to move forward with the repair and who will do the repair. It was decided that since the wall is constructed of pavers they would be removed by Public Works and stored until a plan to rebuild the wall is decided and the ground would be regraded.

Ms. Hunsicker asked Mr. Stein about repurposing the McCormick House and if it was possible to form a subcommittee to just handle this. Mr. Stein stated that it should not be a problem to do that. Mr. Twersky, advised including the Little League with this, as they are on the same property.

Ms. Morris wanted to look at the other recommendation of the playground and facilities. She would like to assess what we currently have and then make a strategic plan to determine what is there and what is needed. She is asking that we look at the grounds and see how they could be best utilized. Ms. Duckett stated that we will have Gilmore take a look at the playgrounds and then assess what needs to be done.

Ms. McNeely asked about the survey that went out last year. It had many comments from the community. She asked that the feedback from the park survey be taken into consideration when devising a plan.

PUBLIC COMMENT

The Chairman opened the meeting for public comment for items not on the agenda.

Carmina Taylor from the Wissahickon Alumni Association asked for three signs to be put up in the Penllyn/ Ambler area identifying the historical sites in the community. She held a Hall of Fame event in December, the first of many, and has another event planned for April. She was hoping to be able to have this April event include a presentation of the signage. Mr. Walter Moore, also from the Wissahickon Alumni Association, added that he is hoping the historical group will be able to erect the necessary signage. He also questioned the name of the baseball field, as being "Springhouse Baseball Field" as it is in Penllyn.

Ms. Duckett stated that we are in the beginning stages of organizing a historical committee. She also stated that these signs are not in the budget, so an amendment would need to be made to the budget. Ms. Hunsicker stated that she thinks this is a great idea for an inaugural event for the Historic Committee. She does not believe the funds would be a problem, however, the timeframe of April could be. Ms. Taylor understood and was just hoping to have these signs put up at some point during the year. Ms. McNeely put in a plea to the public to volunteer for the historic committee.

MANAGER'S REPORT

Report from the Manager - Municipal activities, projects

Mr. McAnally thanked Ken Amey for his years of service. He then made a safety announcement about the fire department partnering with the 6ABC campaign for those in need of smoke detectors. If interested or need a smoke alarm you can go to the Lower Gwynedd Website, Wissahickon Fire Company site or the North Penn Fire Department site.

SUPERVISORS COMMENTS

Ms. Hunsicker thanked Ken for his service and wished him luck in his retirement.

Ms. McNeely thanked Ken for his service to Lower Gwynedd.

Ms. Martin echoed the comments about Ken.

Mr. Twersky dittoed the comments about Ken and stated he enjoyed working with him.

Ms. Duckett echoed the other Supervisors comments and said his friendly face will be missed.

Ms. Duckett then reminded the public that the citizens portal is up and running and that volunteer applications can now be completed and submitted online. She then reminded the public that we still need a liaison for the Ambulance Association and volunteers for the Historic Committee and the Bethlehem Pike Revitalization Committee.

Meeting was adjourned at 8:35pm.

Respectfully submitted,
Michelle Farzetta
Assistant Secretary