

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, JUNE 27, 2023**

**SUPERVISORS:**

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

**STAFF:**

Mimi Gleason, Interim Township Manager  
Jamie Worman, Assistant Township Manager  
Michelle Farzetta, Administrative Assistant  
Neil Stein, Esq., Solicitor  
Fred Zollers, Director Public Works  
Paul Kenny, Police Chief  
Jim Hersh, Township Engineer, Gilmore  
Brian Jones, Traffic Engineer, McMahan a Bowman Company  
Melinda Haldeman - Finance Director

**Call to Order and Pledge of Allegiance**

The Chair called the hybrid meeting to order at 7:18pm at the Lower Gwynedd Township Building and virtually on Zoom and led those in attendance in the pledge of allegiance.

**ANNOUNCEMENTS AND PRESENTATIONS**

The Board of Supervisors met in executive session prior to tonight's meeting to discuss matters of personnel, real estate, and emergency services.

**PUBLIC COMMENTS**

There was no public comment.

**BUILDING AND ZONING**

**Resolution 2023-14 Preliminary/final subdivision approval for 1500-1524 Cedar Hill Road (#22-05SUBD)**

This proposed project is for a 7-lot subdivision. The applicant, Cedar Hill Development Group LLC, will be combining three parcels and then subdividing the 11.8-acre property into seven single family homes. Currently there are three homes existing on the property, two will be removed and one (Lot #4) will remain. Recently the applicant was granted a variance from the ZHB to permit encroachment of an existing porch into the side yard setback for Lot #4. This plan was initially presented to the Board of Supervisors (BOS) in December 2022 and received approval from the Planning Commission in November 2022. There were no questions from the BOS or the public. Ms. Duckett made a

motion, seconded by Mr. Twersky to approve Resolution #2023-14 granting preliminary/final approval to the Cedar Hill Road Subdivision application with the noted conditions. Motion passed 3-0.

**Consideration of request for waiver of land development for Gwynedd Mercy University's courtyard improvements**

Gwynedd Mercy University (GMU) is planning courtyard improvements on the school campus. The portion being improved includes a 40,000 square foot dormitory and parking lot. GMU would like to partially remove the parking lot and construct an exterior courtyard. New parking will be made available along with landscaping improvements, as well as an underground stormwater basin. GMU is asking for the BOS to waive the formal land development and instead have our solicitor prepare an approval resolution granting the requested waiver, contingent on compliance with the review letters from the engineers and fire marshal. Christen Pionzio from HRMM&L gave a presentation on the proposed project. Ms. Pionzio then went over the review letters from Gilmore, McMahan and the Fire Marshal addressing the various comments and concerns. Ms. Duckett made a motion, seconded by Mr. Twersky, to grant our solicitor permission to draft an approval resolution. Motion passed 3-0.

**Resolution 2023-15 Approval of amended record plan for 545 N. Bethlehem Pike**

The plans for the property at 545 N. Bethlehem Pike initially obtained preliminary and final land development approval in October of 2017. However, the building constructed is different from the plans, as the building is larger, contains alternate uses and has a different percentage of office and retail use. Amended preliminary and final land development plans have been submitted and now need approval. Mr. Stein confirmed that the plans currently in front of the BOS are the as-builts. Ms. McNeely made a motion, seconded by Mr. Twersky, to approve the amended record plan for 545 N. Bethlehem Pike. Motion passed 3-0.

**Consider an amendment to the Subdivision and Land Development Ordinance increasing the Traffic Impact Fee**

Solicitor Neil Stein submitted his exhibits for the record verifying that notification requirements were met. The proposed ordinance will amend the Lower Gwynedd Traffic Impact Fees. The information provided was transcribed by a court reporter and will be available upon request. Mr. Twersky made a motion to approve the proposed ordinance seconded by Ms. McNeely. Motion passed 3-0.

**Appoint Mike Mrozinski to the Joint UCC Board of Appeals**

Lower Gwynedd Township (LGT) recently became a member of a joint appeals board with both Upper Gwynedd Township and North Wales Borough. LGT can now appoint one volunteer to serve on this board. The Building & Zoning Subcommittee recommends the BOS officially approve applicant Mike Mrozinski to fill this position. Ms. Duckett made a motion, seconded by Mr. Twersky, to appoint Mr. Mrozinski to the UCC Board of Appeals with a term that expires December 31, 2026. Motion passed 3-0.

**Review of Township Engineer's Report**

Mr. Hersh provided a report of all the work performed during the months of May and June. There were no questions from the BOS.

**Review of Traffic Engineer's Report**

Mr. Dixon provided a report for the month of June. There were no questions from the BOS.

## GENERAL BUSINESS

### **Tax credits for volunteer firefighters:**

#### **a. Consider ordinance creating tax credits for volunteer firefighters**

In April the BOS decided to move forward with a tax credit incentive program for active volunteers from Wissahickon Fire Company and North Penn Fire Company who are Lower Gwynedd residents. This ordinance would authorize earned income tax credits up to \$1,000 per year for active volunteers in either company. There were no questions from the BOS or the public. Ms. Duckett made a motion, seconded by Ms. McNeely, to approve Ordinance 540. Motion passed 3-0.

#### **b. Resolution 2023-16 Establishing eligibility criteria for the tax credits**

Ordinance 540 created a Volunteer Service tax Credit Program for Active Volunteers in both the North Penn Fire Company and the Wissahickon Fire Company. Resolution 2023-16 outlines the criteria for annual eligibility under the Volunteer Service Tax Credit Program. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve the eligibility criteria. Motion passed 3-0.

### **Historical Markers Program:**

#### **a. Consider an ordinance establishing the Lower Gwynedd Township Historical Markers Program**

A Historic Marker Program is being established under a new Chapter 1046 in the LGT Code. Details of this program were discussed at the May 23, 2023, BOS meeting. Mr. Twersky clarified that this program in no way affects how owners can use their property. Ms. Duckett made a motion, seconded by Ms. McNeely. Motion passed 3-0.

#### **b. Approval of the Lower Gwynedd Township Historical Markers Program Guidelines**

The Historical Advisory Committee (HAC) has developed guidelines for the Historical Marker Program. These guidelines were reviewed and discussed at the May 23, 2023, BOS meeting. Any revisions made are based on comments from that meeting. Ms. Duckett made a motion, seconded by Ms. McNeely, to approve these guidelines. Motion passed 3-0.

### **Authorization to advertise an ordinance establishing a property maintenance code**

The township's professional consultants and staff have prepared a property maintenance code. This decision was made based on several issues in recent years pertaining to the condition of properties within LGT. Currently there are provisions in the zoning ordinance, but it is not detailed enough to address the current issues. The implementation of a property maintenance code will aid the township in resolving many issues, as well as protect the health, safety and welfare of those in the community. Ms. Duckett made a motion, seconded by Ms. McNeely, to authorize advertisement of the property maintenance code ordinance. Motion passed 3-0.

### **Consideration of Wells Fargo proposal to replace signs on leased property**

Our lease with Wells Fargo requires the BOS to approve any exterior improvements to the property before work begins. Wells Fargo would like to replace all the signs on the premises. All the signs would be similar, however, the sign currently at the front of the property would be replaced with a 15 foot "Wells Fargo" pylon sign. After some discussion, the BOS agreed that if Wells Fargo goes through the correct permitting process and McMahon checks the site distance then they are okay with the sign change.

**Award bid for installation of equipment improvements and related construction for the traffic signal at Norristown Road and Tennis Avenue to Lenni Electric in the amount of \$172,269.35**

McMahon reviewed the bids received for the traffic signal upgrade project at Norristown Road and Tennis Avenue. McMahon is recommending the bid be awarded to Lenni Electric Corporation in the amount of \$172,269.35. Ms. McNeely made a motion, seconded by Mr. Twersky, to award the bid. Motion passed 3-0.

**Resolution 2023-17 Updating Township Fees**

Ms. Worman stated that normally the fee schedule would be updated at the beginning of the year, however we held off this year as staff wanted to track costs and review some of the fees further. The Building and Zoning Department reviewed the fees for permits, fire, public safety, land development and subdivision and highways. Ms. Duckett made a motion, seconded by Ms. McNeely, to approve Resolution #2023-17 implementing the new fees. Motion passed 3-0.

**Review of financials YTD and Balance Sheet – May 2023**

Ms. Haldeman explained that she has changed the look of the YTD reports to make them easier to understand. In July the BOS will receive a budget report that will show where the township falls regarding the budget as of June 2023. If the BOS likes this report and would like to receive it monthly, then she can do that moving forward. A memo is always included in the YTD financials, therefore if anything is not on budget, she will make sure to note that in the document. The BOS thanked Ms. Haldeman for all her hard work.

**Approval of invoices**

The BOS received the invoice history for May 2023 in the amount of \$788,841.31. There were no questions from the public or the BOS. Ms. Duckett made a motion, seconded by Ms. McNeely, to approve the invoice history for May 2023. Motion passed 3-0.

**Approval of minutes – May 23, 2023**

The BOS received the minutes from the May 23, 2023, BOS meeting. There were no questions or comments. Ms. Duckett made a motion to approve the May 23, 2023, minutes, seconded by Mr. Twersky. Motion passed 3-0.

**SUPERVISOR LIASISON REPORTS**

The BOS received the Volunteer Commission Meeting highlights for the Environmental Advisory Committee (EAC), the HAC, and the Parks and Recreation Board. There were no questions from the BOS.

**STAFF UPDATES**

**Spring House Intersection** – Mr. Jones stated that the clearing of trees and vegetation has been done. They are waiting on PECO to relocate some utility poles. We should start seeing some work being done in mid-July. Right now, there is a lot of behind-the-scenes work going on. We should see the roadwork completed at the end of 2023 with final paving done in the spring of 2024. Ms. McNeely inquired about the areas where the vegetation was cut back. Ms. Gleason clarified that these areas were just cleared for the road widening. These areas will look worse before they look better.

**Blue Envelope** – Chief Kenny explained a new program that we just started participating in. Individuals with special needs can complete this form and then present it to the officer if stopped by an

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officer. It will allow the officer to understand and communicate with the individual. This program will avoid uncertainty that a driver is being defiant or difficult. These envelopes will be available at community events and at the police station. Mr. Twersky likes the idea but wants to make sure this is not violating any HIPAA laws.

Chief Kenny then mentioned that Officers Henry and Gallagher with the Community Response Unit (CRU) will be at the Variety Club on Thursday to interact with the kids. The first hour will be quiet time for those with sensory issues.

### **SUPERVISORS COMMENTS**

Ms. McNeely thanked the staff and the BOS for the tax credit for firefighters. It is a small way to thank them for their service. Hopefully it will also entice others to volunteer.

Mr. Twersky told everyone to enjoy their holiday.

Ms. Duckett reminded everyone that there will be a special meeting on July 11<sup>th</sup> for a cell tower presentation from Rise Up. Ms. Duckett also thanked Ambler Borough for their participation in the Juneteenth celebration, as well as all those that participated. She also reminded everyone that September 23 will be our Fall Fest and we will have a special guest in attendance.

### **Adjournment**

Ms. Duckett made a motion at 8:13pm to adjourn the meeting, seconded by Mr. Twersky. Motion passed 3-0.

Respectfully Submitted,

Michelle Farzetta