

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, SEPTEMBER 28, 2021**

SUPERVISORS PRESENT:

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

ABSENT:

Edward J. Brandt

STAFF:

Craig T. McAnally, Township Manager
Jamie Worman, Assistant Township Manager
Carole Culbreth, Assistant Secretary
Neil Stein, Esq., Solicitor
Paul Kenny, Police Chief
Fred Zollers, Public Works Director

Call to Order and Pledge of Allegiance

The Chairman called the hybrid meeting to order at 7:05 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.

Recognition of Carole Culbreth's Years of Service to Lower Gwynedd Township

The Chairman recognized Carole Culbreth for serving Lower Gwynedd Township for over twenty-three years by presenting a Proclamation to Ms. Culbreth. The Chairman stated Ms. Culbreth has been with the Township for twenty-three years and wished her well in her retirement. Mr. McAnally thanked Ms. Culbreth for her dedication to the Township. Ms. Culbreth thanked everyone for coming out tonight, and said it was a privilege to work with Mr. McAnally, Ms. Worman, staff, and the Board of Supervisors.

BUSINESS AND FINANCE

Receipt of Minutes: September 14, 2021

The Board of Supervisors received the September 14, 2021 meeting minutes. There were no comments. Ms. Duckett made a motion, seconded by Ms. Hunsicker to approve the September 14, 2021 meeting minutes. The motion passed 4 - 0.

Receipt of Year-to-Date Budget Report and Balance Sheet

Mr. McAnally stated the Year-to-Date Budget Report and Balance Sheet has not been prepared, so it will be tabled. The Chairman asked Mr. McAnally to look into why this was not prepared by the Finance Director.

OTHER BUSINESS

Resolution No. 2021 – 17: Acceptance of Deed of Dedication for Sewer at 545 N. Bethlehem Pike (Fairlands at Gwynedd)

A resolution of the Township of Lower Gwynedd accepting the certificate of completion and Deed of Dedication for Sanitary Sewer Improvements at 545 North Bethlehem Pike (Fairlands at Gwynedd) Ms. Duckett made a motion, seconded by Ms. Hunsicker to adopt Resolution No. 2021 – 17: Acceptance of Deed of Dedication for Sewer at 545 N. Bethlehem Pike (Fairlands at Gwynedd). The motion passed 4 – 0.

Authorization to Bid HVAC Replacement at Penllyn Woods Building

Mr. McAnally stated this is only authorization to solicit bids. Ms. Hunsicker made a motion, seconded by Ms. Duckett to authorize bidding of the HVAC Replacement at Penllyn Woods Building. The motion passed 4 – 0.

Accept Proposal by AMO Environmental Study for ACT 2 Final Closeout

Mr. McAnally stated the Board of Supervisors received a Projected Scope of Work and Budgetary Estimate for Soil Delineation Tasks at the Pen Ambler Park Property. He stated AMO will be performing Field Sampling/ Analysis and Results Assessment/Summaries for a total of \$34,036. He said this is another step towards the Act 2 Closeout. There were no questions. Ms. Duckett made a motion, seconded by Ms. McNeely. The motion passed 4 – 0.

Resolution No. 2021 -18: Authorization to Submit Traffic Signal Maintenance Agreement

Mr. McAnally stated this authorizes the Township Manager to sign and submit the Traffic Signal Maintenance Agreement with Armour and Sons. There were no questions. Ms. Duckett made a motion, seconded by Ms. Hunsicker to authorize the Township Manager to sign and submit the Traffic Signal Maintenance Agreement. The motion passed 4 – 0.

Accept Proposal for Replacement of Public Works Garage Doors.

Mr. Zollers stated the Public Works Overhead Garage Doors are old and not efficient, and is asking to replace the two doors. He recommended we accept the Monarch Door Company's proposal for \$15,085.00 to replace the overhead doors in the Public Works Garage. Mr. McAnally stated this item has been budgeted. There were no questions. Ms. Duckett made a motion, seconded by Ms. Hunsicker to accept the Monarch Door Company's proposal for Replacement of Public Works Garage Doors in the amount of \$15,085.00. The motion passed 4 – 0.

Resolution No. 2021-19: Authorization to Submit PECO Green Region Grant Application

Mr. McAnally asked the Board to authorize the submission of an application for the PECO Green Region Grant Administered by the Natural Lands Organization for the Replacement of Picnic Tables and Benches in Oxford Park, Penllyn Woods, Pen-Ambler Park, and Penllyn Park. He stated the PECO grant application is for \$7,500 and if the application is granted, the Township commits to \$7,500 in matching funds. Ms. Worman stated this grant is for eight picnic tables and benches for four

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parks. Ms. Worman stated the due date for the grant was extended from September 30, 2021 to October 19, 2021 and had a cap of \$10,000. Mr. McAnally stated it is in the capital budget for 2022, as well and the tables and benches will be replaced regardless.

Ms. Duckett asked if we can purchase additional playground equipment with the grant. Mr. McAnally stated it is for passive Open Space. Ms. McNeely asked if it would cover landscaping. Ms. Worman stated if we had a project of that nature to submit if would be eligible for funding. Mark Schafer, EAC stated the EAC will look into the PECO Green Region Grant next year. Ms. Hunsicker made a motion, seconded by Ms. Duckett to adopt Resolution No. 2021-19: Authorization to Submit PECO Green Region Grant Application. The motion passed 4 - 0.

Authorize Acceptance of Mowing Bid

Ms. Worman stated the mowing bid was advertised and the bid opening was held on September 22, 2021 through PennBid. She stated two bids were submitted for the 3-year mowing, mulching, and maintenance of Township parklands and other areas contract. The two bids submitted were from M&M Landscaping LLC in the amount of \$455,828.00, and BrightView Landscapes LLC in the amount of \$311,089.00. She stated the contract will begin around March 1, 2022 and expire November 30, 2024 with an option of a two-year extension. Ms. McNeely asked if the Township can lower the cost and commit to lower maintenance and mowing, and reduce its environmental impact. She asked for this to be added to the strategic plan. The Board discussed the project list and how to naturalize some areas to eliminate some mowing. Ms. Duckett recommended the Environmental Advisory Council look into ways to reduce the environmental impact. The Chairman asked the Board to take Township staff's recommendation on the mowing contract. Ms. McNeely said she does not disagree, but going forward would like to see the contract renegotiated. Mr. McAnally stated Brightview Landscapes LLC is a nationwide company and based in the environmental conscious State of California. He said he will talk to BrightView Landscaping regarding these concerns. There were no other questions. Ms. McNeely made a motion, seconded by Ms. Duckett to accept the three-year mowing bid contract from BrightView Landscaping LLC in the amount of \$311,089.00. The motion passed 4 - 0.

PUBLIC COMMENTS

The Chairman opened the meeting for public comment for items not on the agenda. There were none.

MANAGER'S REPORT

Report from the Manager - Municipal activities, projects

Mr. McAnally thanked Sandi Feight and Kathy Morris for their work on the Fall Fest.

He stated the Pen Ambler courts resurfacing is delayed by the contractor until October 4th.

He wished Carole Culbreth a great retirement.

SUPERVISORS COMMENTS

Ms. Hunsicker stated the Fall Fest required a lot of work and it paid off. She thanked Carole Culbreth for her years of service to the Township.

Ms. McNeely thanked Carole for her dedication.

Ms. Duckett congratulated Ms. Feight and Ms. Morris for the successful Fall Fest. She wished Ms. Culbreth well in her retirement.

The Chairman said he sent thank you letters to the volunteers of the Fall Fest. He said it turned out to be a great day with great weather.

There being no further questions or comments, the meeting was adjourned at 8:00 p.m. until the next Regular Meeting scheduled for October 12, 2021 at the Lower Gwynedd Township Building and virtually.

Respectfully submitted,

Carole Culbreth
Assistant Secretary