

Tonight's Meeting will be a Virtual Meeting Hosted by ZOOM due to the "Social Distancing"
Order by Governor Wolf: Meeting ID: 756108241
Meeting Password: 003004
Dial: 1-301-715-8592

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, APRIL 14, 2020**

SUPERVISORS PRESENT:

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

STAFF:

Craig T. McAnally, Township Manager
Jamie Worman, Assistant Township Manager
Carole Culbreth, Assistant Secretary
Chuck Wilson, Finance Director
Paul Kenny, Police Chief
Tom Speers, Esq., Solicitor
Jim Hersh, Gilmore Engineers, Township Engineer
Chad Dixon, McMahon Associates, Traffic Engineer

Call to Order and Pledge of Allegiance

The Chairman called the meeting to order at 7:00 p.m. being held virtually in ZOOM and led those in attendance in the pledge of allegiance. He stated the Board of Supervisors met in Executive Session on March 20, 2020 on a real estate matter.

Update by Chairman on COVID-19 and Township Operations Update and Frank Baxter, Emergency Management Coordinator

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The Chairman stated tonight's meeting is a recorded virtual meeting which will be posted on the Township website. Mr. Speers explained that the Board's virtual meeting is legal under Governor Wolf's stay at home order. The Chairman stated Montgomery County reported Lower Gwynedd Township has 50 positive cases of COVID-19 and 7 deaths. He asked Frank Baxter, Emergency Management Director to join the meeting and explain. Mr. Baxter stated the Township has been operating under the Declaration of Disaster Emergency since March 17th. He stated members of the Disaster Emergency Task Force consist of Mark Grey, Chairman, Tessie McNeely, Supervisor, Craig McAnally, Township Manager, Police Chief Paul Kenny, Frank Baxter, Emergency Management Coordinator, Al Comly, LGT Fire Marshal, Randy Reinhart, Assistant Public Works Director, Mitch Kulp, Parks Superintendent Jay Leadbeater, Wissahickon Fire Company, Matthew Traynor, North Penn Volunteer Fire Company, and Dan Aseff, Community Ambulance Association of Ambler. He stated they will help guide the Township through the changes. He stated the Township has four nursing homes and the elderly are targeted. He stated Lower Gwynedd is greatly supported by Montgomery County. Mr. Grey asked if there are any questions. Mr. Brandt asked how many of the cases were from nursing homes? Mr. Baxter said he did not have that breakdown. Mr. Grey asked how Lower Gwynedd compares to other Township case numbers. Mr. Baxter stated he will contact the County Health Department. Mr. McAnally stated the Township is fielding all calls and emails tonight and during the work week at ContactUs@lowergwynedd.org. Chief Kenny stated the Police Department is healthy and available; equipment is good; calls for police services are down but medical calls are up. He stated the Police Department is happy with the processes in place. He stated a service company is coming in to fog the police cars with safe repellent which will kill COVID-19 and help prevent the spread. He noted the police department is keeping track of officers and whom they come in contact. Mr. Grey questioned what the SRO is now handling since school is closed. Chief Kenny said she is available and doing investigative work. Ms. McNeely asked Mr. Baxter for a status of testing in the County and where to go for testing? Mr. Baxter stated the Temple Ambler sight was blown away last week in the storm; but a testing sight is being erected on the grounds of Montgomery County Community College. He said there is a process to request testing. Chief Kenny stated he had an officer go through testing and it took seven days for the results. Mr. Baxter stated the process is through the County and the Health Department authorizes scheduling. He noted Abington Hospital has faster results.

BUSINESS AND FINANCE

Receipt of Meeting Minutes:

March 10, 2020

The Board of Supervisors received the March 10, 2020 meeting minute. The Chairman asked if there were any comments. There were none. Mr. Brandt made a motion, seconded by Ms. Duckett to approve the March 10, 2020 meeting minute. The motion passed 5 - 0.

Receipt of the Final Year-to-Date Budget Report; Final Balance Sheet; 2019 Final Financial Statements; Proposed 2019 Final Budget Amendments

The Board of Supervisors received the Final Year-to-Date Budget Report; Final Balance Sheet; 2019 Final Financial Statements; Proposed 2019 Final Budget Amendments. Mr. Grey asked Mr. Wilson to summarize the four reports. Mr. Wilson gave a summary of General Fund results: Excess of Revenues over Expenditures - Budgeted \$555,138; Actual \$985,712; Variance \$430,474 (favorable). He stated Earned Income Taxes exceeded \$267,100 which was more than anticipated. He stated the General Fund ended the year with a Fund Balance of \$4,300,010. He stated the Township's Fund Balance Policy calls for a balance in the range of 25% - 35% of anticipated expenditures for the following year. He stated in order to bring the Fund Balance into policy range, we typically transfer the excess funds

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into Pension Funds or Capital Reserve Funds; in 2018 we transferred \$1,200,380 in excess funds to the Pension and Capital Reserve Funds bringing the fund balance to approximately 41% of 2019 budgeted expenditures. He stated given the uncertainty of the revenue levels for the balance of 2020 due to the effects of COVID-19 he does not recommend any transfer of excess fund balance as of December 31, 2019. Mr. Grey asked Mr. Wilson to characterize the Township's financial situation. Mr. Wilson said very strong. Ms. Duckett made a motion, seconded by Ms. McNeely to accept the Final Year-to-Date Budget Report; Final Balance Sheet; 2019 Final Financial Statements; and Proposed 2019 Final Budget Amendments. The motion passed 5 - 0.

Receipt of Invoice History:

February, 2019

The Board of Supervisors received the Invoice History for February, 2019 in the amount of \$512,934.19. The Chairman asked for any questions or comments. There were none. Ms. Hunsicker made a motion, seconded by Ms. Duckett to accept the Invoice History for February, 2019 in the amount of \$512,934.19. The motion passed 5 - 0.

OTHER BUSINESS

Approval of Declaration of Disaster Emergency for Lower Gwynedd Township due to COVID-19 for March 13, 2020 and each ratification dated March 20, 2020; March 27, 2020; April 3, 2020 and April 10, 2020.

Mr. McAnally stated the above Declarations of Disaster Emergency helps the County provide income from the State and Federal Funds to the Township. He stated the Declaration of Disaster for Emergency need to be approved and accepted outside of a public meeting. Mr. Brandt asked Mr. Speers if it is legal for the Chairman or Vice-Chair to approve the declarations in advance since it needs to be done weekly. Mr. Speers stated the Declarations approval can continue until the next meeting. Mr. Brandt made a motion, seconded by Ms. Duckett to approve the Declarations of Disaster Emergency for Lower Gwynedd Township due to COVID-19 for March 13, 2020 and each ratification dated March 20, 2020; March 27, 2020; April 3, 2020 and April 10, 2020. The motion passed 5 - 0. Mr. Speers stated the Declarations of Disaster Emergency need to continue to be ratify until the next meeting in May.

Resolution No. 2020 - 08: Extension of 2020 Real Estate Tax Deadlines to reflect the Discount Period deadline of May 31, 2020 and the Face Amount deadline as July 31, 2020.

Mr. McAnally stated it was recommended by Montgomery County to extend the period for Real Estate Tax for 2020. He stated Resolution No. 2020 - 08 extends the discount period to May 31, 2020; the face amount to July 31, 2020; and the late period until end of the year. Mr. McAnally stated Resolution No. 2020 - 08 will be posted on the website and other Township media. He said Betty Lou Yost is aware of the Real Estate Deadline extension. Ms. Hunsicker made a motion, seconded by Mr. Brandt to adopt Resolution No. 2020 - 08: Extension of 2020 Real Estate Tax Deadlines to reflect the Discount Period deadline of May 31, 2020 and the Face Amount deadline as July 31, 2020. The motion passed 5 - 0.

The Chairman stated at the last Pension Committee meeting it was recommended that the MMO deposit made in the Spring of each year be held until the end of the year in lieu of the circumstances now with COVID-19.

Review of the 2020 Road Program Bids

Jim Hersh, Gilmore Associates, stated bids were opened in mid-March; one for milling and paving and one for concrete work. He stated eight bids were reviewed for the milling and paving project. He stated the recommended low bid is Highway Materials in the amount of \$303,829.45. He stated six bids were reviewed for the concrete project. He stated the recommended low bid is McCarthy Masonry and Concrete with a base bid of \$62,980 plus the alternate #4 in the amount of \$62,000 for a total of \$124,980. He stated the Wissahickon School District is willing to reimburse the Township for 18 additional ramps on Houston Road in the amount of \$55,000. Mr. Hersh stated the Board budgeted \$200,000 for a third phase of the road program which includes a nova chip maintenance for eight roads but with the unknown he recommended the Township wait to go to bid. Ms. Hunsicker made a motion, seconded by Ms. Duckett to accept the low bid for milling and paving from Highway Materials, Flourtown, PA in the amount of \$303,829.45; and the concrete work low bid from

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McCarthy Masonry and Concrete, Quakertown, PA with a base bid of \$62,980.00 plus the alternative #4 in the amount of \$62,000.00 for a total of \$124,980.00. The motion passed 5 - 0.

PUBLIC COMMENT

Citizen comments, concerns, questions (For items not on the agenda; comments on agenda items will be taken when those items are discussed by the Board). There were none.

MANAGER'S REPORT

Report from the Manager - Municipal activities, projects

Mr. McAnally stated Township staff is working from home answering calls and emails which is working out well. He stated the Public Works Department is working limited hours maintaining trails and parks. He stated a professional company will deep clean and disinfect Township offices this Saturday. He stated a fogger machine has been ordered for the Township which will be extended to Emergency Services and Fire Companies. Mr. McAnally stated a new testing facility will open on April 18th at Montgomery County Community College. He said the Frank Baxter, Chief Kenny, and the Fire Companies are doing a great job. Chief Kenny stated the fogger machine cost \$600 and the chemical for the fogger cost \$1,500. Chief Kenny thanked the Board for their support and allowing the Police Department to get whatever they need to stay safe. He stated Steve Vincent, Bioprotect, who contracts with amusement parks and large businesses is coming in on Saturday to disinfect the whole building and police cars. He said we are way ahead of neighboring communities.

SUPERVISORS COMMENTS

Mr. Brandt thanked Mr. Grey and Mr. McAnally for holding the Township together. He also thanked Mr. Baxter and Chief Kenny for their assistance with COVID-19. He said it is great that the Township is moving forward and protecting employees. He thanked Mr. Wilson for his financial reports tonight.

Ms. Hunsicker seconded what Mr. Brandt said. She said she is proud of all the work everyone is putting forth. She said the community is rallying around the Police Department. Chief Kenny stated restaurants and residents are dropping off food and masks.

Ms. Duckett echoed everything Mr. Brandt and Ms. Hunsicker said. She stated she is appreciative of the camaraderie. She stated the community is rallying around the seniors helping with prescriptions and food. She stated the Department of Aging has a guide for seniors and asked Mr. McAnally to put that on the Townships website and social media.

Ms. McNeely seconded the above expressed by the other Supervisors. She especially appreciative of Mr. McAnally's leadership and our Emergency Management Services. She thanked everyone for getting the Zoom Meeting together. She is sorry for those who lost someone to this disease.

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Mr. Grey thanked the two fire services Wissahickon and North Penn Fire Companies and their volunteers, Frank Baxter, EMS Director, Community Ambulance Association of Ambler providing services, and staff for keep the Township running. He thanked the healthcare companies in the Township, Janssen, Merck, and SHIP research and development. He said for everyone to keep up the good work. He told the EMS if you need anything, please let us know.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Carole B. Culbreth
Assistant Secretary