

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, DECEMBER 8, 2020**

**SUPERVISORS PRESENT:**

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

**STAFF:**

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

**Call to Order and Pledge of Allegiance**

The Chairman called the meeting to order at 7:02 p.m. virtually on ZOOM and led those in attendance in the pledge of allegiance. The Chairman welcomed everyone. He stated the Board of Supervisors met in Executive Session before the meeting on a contractual matter.

**BUSINESS AND FINANCE**

**Receipt of Minutes: November 10, 2020**

The Board of Supervisors received the November 10, 2020 meeting minutes. The Chairman asked if there were any comments. There were none. Ms. Hunsicker made a motion, seconded by Ms. McNeely to accept the November 10, 2020 meeting minutes. The motion passed 5 - 0.

**Receipt of Invoice History, October, 2020**

The Board of Supervisors received the Invoice History for October, 2020 in the amount of \$726,876.65. The Chairman asked if there were any comments. There were none. Ms. Hunsicker made a motion, seconded by Ms. McNeely to accept the Invoice History for October, 2020 in the amount of \$726,876.65. The motion passed 5 - 0.

**Receipt of Year-to-Date Budget Report and Balance Sheet for October, 2020**

The Board of Supervisors received the Year-to-Date Budget Report and Balance Sheet for October, 2020. The Chairman asked if there were any comments. There were none. Ms. Hunsicker made a motion, seconded by Ms. Duckett to accept the Year-to-Date Budget Report and Balance Sheet for October, 2020. The motion passed 5 - 0.

**Approval of the 2021 Budget and Fiscal Plan**

The Chairman explained the budget process for those in attendance. Ms. Hunsicker proposed an adjustment to the budget. She stated she attended a meeting with the Community Ambulance Association of Ambler (CAAA) and since COVID has negatively impacted their revenue they requested an increase to the Township's annual contribution which is currently \$15,000 to \$30,000. She stated the Township has not increased CAAA 's contribution since 2008 whereas other municipalities have increased their contributions. Ms. Hunsicker made a motion to adjust the General Fund line item 412.520 to \$33,896 representing the \$30,000 annual contribution and the remainder outstanding balance of \$3,896 for their radios. Ms. Duckett seconded the motion to adjust General Fund line item 412.520 to \$33,896 for the CAAA. The motion passed 5 - 0. Ms. McNeely asked to consider going beyond this contribution to help them out. Ms. Duckett stated what do they need to be fully funded. Ms. McNeely stated we will follow-up and get that figure. Ms. Duckett asked Mr. McAnally what the difference between the request from the Park and Recreation Department versus what was budgeted? Mr. McAnally stated the request in expenditures is \$595,355; the projected revenues is \$445,708 with a difference of \$149,647 taken out of the fund balance for the Park and Recreation Fund.

**Resolution No. 2020 - 22: Budget Resolution**

The Board of Supervisors received Resolution No. 2020 - 22: Budget Resolution. Ms. Hunsicker made a motion, seconded by Mr. Brandt to adopt Resolution No. 2020 - 22 Budget Resolution. The motion passed 5 - 0.

**Resolution No. 2020 - 23: Tax Resolution**

The Chairman stated there is no change to our tax structure. He thanked and credited staff for keeping taxes and budget under control. Ms. Duckett made a motion., seconded by Ms. Hunsicker to adopt Resolution No. 2020 - 23 Tax Resolution. The motion passed 5 - 0.

**Approval of Allocation of Funds in Accordance with the Fund Balance Policy for Fiscal Year 2020**

Mr. McAnally explained the Township's Fund Balance Policy is a range of 25% - 35% of excess funding so that the general fund does not exceed expenditures of fund balance. He stated we have approximately \$1,000,000 in excess fund balance to be allocated as follows: Recreation Fund \$100,000; Stormwater Fund \$100,000; Open Space Fund \$300,000; Capital Reserve Fund \$500,000. He stated this gives us leverage in case of catastrophe like COVID. The Chairman stated a Fund Balance Policy is looked favorably by financial markets. He stated it shows that the Township is focused and transparent. He asked if there are any questions. There were none. Ms. Hunsicker made a motion, seconded by Mr. Brandt to approve the allocation of funds in accordance with the Fund Balance Policy for year 2020. The motion passed 5 - 0.

**Pre-Tax Insurance Contribution for Employees**

Mr. McAnally stated it was recommended by the Finance Director to establish a 125 Premium Plan which enables employees to make the health care premium contribution on a pre-tax basis. He stated this authorizes him to execute the Act 125 premium only plan. The Chairman asked if there were any questions. There were none. Mr. Brandt made a motion, seconded by Ms. Hunsicker to approve the Pre-Tax Insurance Contribution for Employees. The motion passed 5 - 0.

**PUBLIC COMMENT**

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

Rea Monaghan, Chair of the Environmental Advisory Council, 920 Plymouth Road, thanked the Board of Supervisors, Ms. Worman, Mr. Stein for their re-working the EAC Bylaws.

There were no further comments.

**BUILDING & ZONING**

**Resolution No. 2020 - 24: Mayer Subdivision, 1409 Cedar Hill Road  
Amended Preliminary/Final Subdivision**

Mr. Amey stated in 2015 the Board of Supervisors approved the 2-Lot Subdivision at 1409 Cedar Road. He stated in lieu of constructing a trail Mr. Mayer appealed to the Building and Zoning Subcommittee to consider allowing a fee because there is no connection to that trail. He stated the Building and Zoning Subcommittee agreed and it was approved by the Township Engineer. He stated a revised plan and resolution without the trail will be re-recorded, and Mr. Mayer agreed to a fee-in-lieu in the amount of \$5,320 which is the value of the trail. The Chair asked if there were any questions. There were none. Ms. Hunsicker made a motion, seconded by Ms. Duckett to adopt Resolution No. 2020 -24: Mayer Subdivision, 1409 Cedar Hill Road Amended Preliminary/Final Subdivision. The motion passed 5 - 0.

**Dedication of Easement Mayer - 1409 Cedar Hill Road  
Mayer 2 - Lot Subdivision**

**Resolution No. 2020 - 25: Acceptance of Deeds of Dedication: Right-of-Way  
1409 Cedar Hill Road**

**Resolution No. 2020 - 26: Open Space Dedication 1409 Cedar Hill Road**

Mr. Amey stated No. 2020 - 25: Acceptance of Deeds of Dedication: Right-of-Way 1409 Cedar Hill Road and this refers to same subdivision. He stated the deed was written to the ultimate right of way; and as part of the subdivision approval the developer was obligated to dedicate the portion between the legal right-of-way and the ultimate right of way. The Chair asked if there are any questions. There were none. Ms. Hunsicker made a motion, seconded by Ms.

Duckett to adopt Resolution No. 2020 - 25 Acceptance of Deeds of Dedication: Right-of-Way 1409 Cedar Hill Road. The motion passed 5 – 0.

Resolution No. 2020-26: Open Space Dedication 1409 Cedar Hill. Ms. Hunsicker made a motion, seconded by Ms. Duckett to adopt Resolution No. 2020 -26 Open Space Dedication 1409 Cedar Hill Road. The motion passed 5 – 0.

**Resolution No. 2020 – 27: Extension of Outdoor Dining**

Mr. McAnally stated the original resolution was passed on June 23, 2020 for 90 days. Mr. Stein stated on November 24<sup>th</sup> the Governor extended the Disaster Proclamation to include another 90 days of Outdoor Dining. The Chairman asked for comments. There were none. Ms. Hunsicker asked everyone to support our local restaurants. Ms. Hunsicker made a motion, seconded by Ms. McNeely to adopt Resolution No. 2020-27: Extension of Outdoor Dining. The motion passed 5 – 0.

**OTHER BUSINESS**

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

Mr. McAnally stated Delaware Valley Health Trust has offered Lower Gwynedd a minimum two-year agreement (January 1, 2021 through at least December 31, 2022) in exchange for the Trust providing the Township’s existing health benefits plans in accordance with the following terms:

- The Participant shall receive a 2021 premium credit in the amount of \$54,379 which shall be allocated on a pro rata basis across each of the twelve monthly premium invoices for Year One (January 1, 2021 – December 31, 2021); and
- The Participant’s gross premium increase for Year Two (January 1, 2022 – December 31, 2022) shall be capped at 6.5 percent (6.5%) from the unadjusted 2021 rates.

Mr. McAnally recommended this 2-year Contract Addendum from Delaware Valley Health Trust. The Chair asked if there were any questions from the Board or those in attendance. There were none. Ms. McNeely made a motion, seconded by Ms. Hunsicker to approve the DVHT 2-year addendum to the Delaware Valley Health Trust Agreement. The motion passed 5 – 0.

**Acceptance of Proposal for Communication Consultant to Provide Communication Strategy for Lower Gwynedd Township**

The Chairman stated the Board sent out an RFP for a Communication Consultant to provide a Communication Strategy for the Township dealing with the many social media platforms. He stated we interviewed two outstanding consultants Gailey Murray Communications and Communication Solutions. Ms. Duckett said both consultants had a different prospective. She asked them to deliver a comprehensive plan with an audit of what exists and provide a

solution. Mr. Brandt stated the Township has used Mr. Gailey in the past and he has excellent reviews. He questioned the cost differential Gailey Murray Communications at \$6,500 vs. Communication Solutions at \$15,000. Ms. McNeely stated she would like to have resident's input on how the Township communicates and Communication Solutions would fill that requirement. Ms. Hunsicker stated Mr. Gailey's role at the Township is not a full-blown communications consultant; he handled pandemic communications. She stated both consultants are qualified. Ms. Hunsicker stated she would like to support the two new supervisors in their campaign issue of communications strategy and transparency; and she would like to support the contract for Communication Solutions. Ms. Schaefer stated she would like to support Ms. Duckett, Ms. McNeely and Ms. Hunsicker in their support of Communication Solutions who would provide an outsider's view. Ms. Duckett made a motion, seconded by Ms. Hunsicker to accept the proposal from Communication Solutions in the amount of \$15,000 to Provide a Communication Strategy for Lower Gwynedd Township. The motion passed 5 - 0.

#### **Wissahickon Library Reappointment of Lower Gwynedd's Liaison**

Mr. McAnally stated Wissahickon Library requested that Mary Claghorn be reappointed to another three-year term on the Wissahickon Library Board. He stated Ms. Claghorn has served as Treasurer and is now serving as Vice-President of the Library Board. The Chairman stated Ms. Claghorn is a fixture of the community and a great volunteer. He asked if there were any comments from the Board or those in attendance. There were none. Ms. Duckett thanked Ms. Claghorn for her dedication to the Lower Gwynedd community. Ms. Hunsicker made a motion, seconded by Ms. McNeely to reappoint Mary Claghorn to another three-year term to the Wissahickon Library Board. The motion passed 5 - 0.

#### **Authorize Advertisement of Environmental Advisory Council Ordinance**

Mr. Stein stated the EAC was established in 2017 by Ordinance. He stated the ordinance did not strictly follow the State's governing statute language. He stated two minor changes need to be made to the ordinance, 1) the language that the council is advisory only to coordinate its activity with the Planning Commission, Board of Supervisors and other Township agencies; and the second the Chairperson to be appointed by the Board of Supervisors. The Chairman asked if there were any questions. There were none. Ms. Hunsicker made a motion, seconded by Ms. McNeely to authorize advertisement of the Environmental Advisory Council Ordinance. The motion passed 5 - 0.

#### **Tree City: EAC Presentation**

Ms. Monaghan provided a brief overview of Tree City. She stated Tree City was added to the EAC agenda four months ago. She stated she met with Mr. McAnally, Ms. Worman, Mr. Grey, Mr. Radine, Mr. Kulp, Ms. Feight to determine what ordinances and funding are in place to become a designated Tree City. She stated planting trees is a great way to reduce stormwater runoff and meet TMDL and MS4 requirements. Mr. Radine, Associate Member of EAC, gave a background on Arbor Day, and the benefits of becoming a Tree City. He explained there are

four key steps in the application: 1) identify a tree board; 2) a tree statute; 3) spend \$2 per resident annually on trees; and 4) a proclamation and Arbor Day event (Pike Fest). The Chair stated he is interested in citizen involvement and asked Mr. Radine if he is willing to spear head the citizen outreach under the EAC umbrella. He replied yes. Ms. Hunsicker asked to table this item for further research. Ms. Duckett asked if there is anything further that needs to be done, and if the EAC could do this on their own. Ms. Monaghan said it is a formality. Mr. McAnally stated an ordinance is required in order to spend the \$2 per resident. Ms. McNeely asked what will be improved by becoming a Tree City. Ms. Monaghan said this program will help our parks. Ms. Hunsicker questioned if this designation takes the Board's responsibilities of oversight out of the Boards' hands. Mr. Radine stated nothing would be done without the Board of Supervisors' approval. Mr. Radine asked for the Solicitor to review any changes. Ms. Duckett stated Tree City's mission is conservation and education. Ms. McNeely thanked Mr. Radine for the presentation. She stated she is interested in how we can involve the community in planting more trees. Ms. McNeely stated she did not want to be limited in planting more trees due to becoming a member of Tree City.

### **MANAGER'S REPORT**

Report from the Manager – Municipal activities, projects

Mr. McAnally stated this officially is the last meeting of the year. He stated it was a strange year with COVID but we are going to get through it. He thanked everyone for their help with the budget. He also gave condolences to Jamie Worman who lost her father over the weekend.

### **SUPERVISORS COMMENTS**

There were none.

There being no further questions or comments, the meeting was adjourned at 8:35 p.m. until the next Regular Meeting scheduled on January 4, 2021 virtually on ZOOM.

Respectfully submitted,

Carole Culbreth  
Assistant Secretary