

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING
MONDAY, JANUARY 6, 2025**

SUPERVISORS PRESENT:

Danielle A. Duckett, Chair
Michael Twersky, Vice Chair
Tessie McNeely
Janine Martin
Jimmy Chong

STAFF:

Mimi Gleason, Township Manager
Jamie Worman, Assistant Township Manager
Neil Stein, Esq., Solicitor
Michelle Farzetta, Office Manager
Melinda Haldeman, Finance Director
Fred Zollers, Public Works Director
Paul Kenny, Police Chief
Jim Hersh, Gilmore, Township Engineer
Chad Dixson, Bowman, Traffic Engineer

Call to Order and Pledge of Allegiance

Mr. Stein called the meeting to order at 7:00 p.m. in-person and virtually on Zoom and led those in attendance in the pledge of allegiance.

Nominations for the position of Chair of the Board of Supervisors

Solicitor Neil Stein accepted nominations for the position of Chair of the Board of Supervisors (BOS). Mr. Twersky made a motion, seconded by Mr. Chong, to appoint Ms. Duckett as Chair of the Board of Supervisors. The motion passed 5-0.

Nominations for the position of Vice-Chair of the Board of Supervisors

Ms. Duckett assumed the Chairmanship and asked for nominations for the position of Vice Chair of the BOS. Ms. Martin made a motion, seconded by Ms. Duckett, to name Mr. Twersky as Vice-Chair of the Board of Supervisors. The motion passed 5 - 0.

Administrative Appointments

Ms. Duckett asked for a single motion on the appointments listed below on page one of the agenda, numbers 1 through 14. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve the following appointments. Motion passed 5-0.

1. Township Manager / Secretary / Assistant Treasurer – Mimi Gleason
2. Assistant Township Manager / Assistant Secretary – Jamie Worman
3. Treasurer – Melinda Haldeman

4. Zoning Officer – Jamie Worman
5. Assistant Zoning Officers – Mimi Gleason, Patty Sexton-Furber
6. Open Records Officer for Administration – Michelle Farzetta
7. Open Records Officer for Police – Mike Gargan
8. Lower Gwynedd representative to Ambler Wastewater Treatment Plant – Fred Zollers
9. Chief Administrator for Pension Plans – Mimi Gleason
10. Fire Marshal – Al Comly
11. Assistant Fire Marshal – Matthew Traynor
12. Emergency Management Coordinator – John Farrell
13. Wissahickon Clean Water Partnership Representatives – Primary: Jamie Worman;
Alternate: Mimi Gleason
14. Delegates to Montgomery County Tax Collection Committee – Melinda Haldeman, Mimi Gleason

Board of Supervisors Delegate for PSATS Convention

Ms. Duckett made a motion to nominate Jimmy Chong as the Delegate for the PSATS Convention, seconded by Mr. Twersky. Motion passed 5-0.

Consultant Appointments

Ms. Duckett asked for one motion to approve items 1-9, Consultant Appointments, on page two of the agenda. Ms. Duckett made a motion, seconded by Mr. Chong, motion passed 5-0 for the following appointments

1. Township Solicitor – Neil Stein, Kaplin Stewart
2. Conflict Attorney – Tom Speers, Speers Law
3. Labor Counsel – Eckert Seamans
4. Zoning Hearing Board Solicitor – Joseph Kuhls, Kuhls Law, PLLC
5. Township/Sewer Engineer – Gilmore & Associates, Inc.
6. Conflict Township Engineer – CKS Engineers, Inc.
7. Traffic Engineer –Bowman Consulting Group, Ltd
8. Third-Party Building Inspector – Keystone Municipal Services
9. Certified Public Accountant to audit the 2024 financials – BBD, LLP

Board and Commission Appointments

Ms. Duckett made one motion for items 1-10 under Boards and Commissions Appointments on page two of the agenda. This was seconded by Mr. Chong. Motion passed 5-0 for the following appointments:

1. Resolution #2025-01: Zoning Hearing Board, 3-year term, required by MPC to be appointed by resolution – reappoint Robert Rosenthal to term ending 12/31/2027, and

- confirm continuation of other members for the remainder of their terms
2. Planning Commission, 4-year term – reappoint Mike Mrozinski and Craig Adams to fill terms ending 12/31/2028
 3. Parks & Recreation Board, 5-year term – reappoint Kathy Morris to fill term ending 12/31/2029
 4. Environmental Advisory Council, 3-year term – appointments for 2025
 - a. Appointment of chair in compliance with ordinance: Mark Schaefer
 5. Human Relations Commission, 3-year term – reappoint Christine Lamar to fill term ending 12/31/2027
 - b. Appointment of chair in compliance with ordinance: Christine Lamar
 6. Historic Committee, 1 year term – reappoint Gloria Jones, Allison Klinger, Fawn Ostriak, and Joe Langella
 7. Fall Fest, 1-year term – reappoint Natalie Melograno, Natalie Cormier, Diane Morgan, Kelly Swope, Jennifer Green, Morgan High, Kathy Morris
 8. Veterans Committee, 1-year term – reappoint Dick Target, Steve Yusem, William Wanger, and Joel Mayer
 9. Chair of Vacancy Board, 1-year term – reappoint Joyce Pickles
 10. Liaison to Community Ambulance Assn. of Ambler, 1-year term – reappoint George Weldon

Business and Schedules for 2025

Resolution #2025-02: Establishing 2025 holidays for non-uniformed employees

Ms. Duckett made a motion to approve Resolution #2025-02 establishing bank depositories. Mr. Twersky seconded the motion. Motion passed 5-0.

Resolution #2025-03: Establishing approved depositories

Ms. Duckett made a motion to approve Resolution #2025-03 establishing bank depositories. Ms. Martin seconded the motion. Motion passed 5-0.

Resolution #2025-04: Approving the execution and payment of payroll and specified invoices between regular meetings

Ms. Duckett made a motion, seconded by Mr. Chong, to approve Resolution #2025-04 approving the execution and signing of payroll between meetings for 2025. Motion passed 5-0.

Resolution #2025-05: Approving the 2025 fee schedule

Ms. Duckett made a motion, seconded by Mr. Twersky, to approve Resolution #2025-05 approving the 2025 fee schedule. Motion passed 5-0

Approval of the amount of the surety bond for the Township Manager and Treasurer:

\$3,000,000 (no change in amount)

Ms. Duckett made a motion, seconded by Mr. Twersky, to approve the surety bond for the Township Manager and Treasurer in the amount of \$3,000,000. Motion passed 5-0.

Establishment of meeting dates for the Board of Supervisors and appointed boards and commissions

Ms. Duckett made a motion, seconded by Mr. Chong, to approve the meeting dates for the Board of Supervisors and appointed boards and commissions in accordance with the proposed schedule. Motion passed 5-0.

REGULAR PUBLIC MEETING

Public Comments

There was no public comment.

Building and Zoning

Consider a Decision and Order for a conditional use application for Gwynedd Estates (ACTS Retirement/Life Communities, Inc.) to permit grading, stormwater pipe and trail to extend into the riparian buffer allowing access to an existing nature area

A Conditional Use Hearing was held on November 26, 2024, for approval to permit disturbance to a 25-foot riparian buffer to facilitate the construction of a rail extension, pedestrian ramp, gravel walkways, minor grading, stormwater piping and a level spreader at Gwynedd Estates, an Acts Retirement Life Community. Ms. Duckett made a motion to approve the Decision and Order for the encroachment into the 25-foot buffer. Mr. Twersky seconded the motion. Motion passed 5-0.

Resolution #2025-06: Preliminary/Final Approval of the Gwynedd Estates (ACTS Retirement/Life Communities, Inc.) land development plan to construct a two-story building and parking for 40 personal care beds for assisted living at 301 Norristown Road

Gwynedd Estates presented an amended preliminary/final land development plan on November 26, 2024. This plan includes a two-story building, modifications to the existing access drives, expansion of off-street parking, an emergency access drive and internal pedestrian walkways. The amendments include replacement of a bocce ball court and picnic area and an additional onsite stormwater management facility. Ms. Duckett made a motion, seconded by Ms. Martin to approve Resolution #2025-06 for the Preliminary/Final Land development plan at Gwynedd Estates. Motion passed 5-0.

General Business

Award bid for construction of Old Bethlehem Pike bridge replacement and streambank stabilization to G&B Construction in the amount of \$785,642

Gilmore and Associates received eleven bids for the Old Bethlehem Pike bridge replacement and streambank stabilization project. Gilmore determined that the lowest bidder for the job was G&B Construction, Inc. They are recommending the project be awarded to G&B Construction in the amount of \$785,642. Ms. Duckett made a motion, seconded by Ms. Martin, to award G&B Construction, Inc., the project for the Old Bethlehem Pike Bridge and Streambank Restoration. Motion passed 5-0.

Financial report - November 2024

The BOS received the financial report for November of 2024. There were no questions or comments.

Approval of minutes - December 10, 2024

The BOS received the minutes from the December 10, 2024, BOS meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the meeting minutes from the December 10, 2024, BOS meeting. Motion passed 5-0.

Supervisors Comments

All the Supervisors wished everyone a Happy New Year.

Adjournment

Ms. Duckett made a motion seconded by Mr. Chong to adjourn the meeting at 7:16pm. Motion passed 5-0.

Michelle Farzetta