

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
TUESDAY, JANUARY 2, 2024**

**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  
John Farrell, Project Manager  
Fred Zollers, Public Works Director  
Paul Kenny, Police Chief  
Jim Hersh, Gilmore, Township Engineer  
Chad Dixon, Bowman, Traffic Engineer- via zoom

**Call to Order and Pledge of Allegiance**

Ms. Duckett called the meeting to order at 6:00 p.m. in-person and virtually on Zoom and led those in attendance in the pledge of allegiance.

**Swearing-In Ceremony by Judge Edward Levine**

Judge Edward Levine gave the Oath of Office to the following:

Jimmy Chong- Board of Supervisors  
Ron Amchin- Elected Auditors

**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 Ms. Martin, 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 Board of Supervisors. 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 below listed on page one of the agenda, numbers 1 through 15. 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 (non-police) – Michelle Farzetta
7. Open Records Officer for Police – Mike Gargan
8. Lower Gwynedd representative to Ambler Wastewater Treatment Plant – Fred Zollers
9. Chief Administration Officer 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
15. Board of Supervisors Delegate for PSATS Convention – Jimmy Chong

### **Consultant Appointments**

Ms. Duckett then asked for one motion to approve items 1-9, Consultant Appointments on page two of the agenda. Ms. Duckett made a motion, seconded by Ms. Martin, 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
6. Conflict Township Engineer – CKS
7. Traffic Engineer – Bowman Consulting Group (formally McMahan)

8. Third-Party Building Inspector – Keystone Municipal Services
9. Certified Public Accountant to audit the 2023 financials – BBD, LLP

### **Boards and Commissions Appointments**

Ms. Duckett made one motion for items 1-3 under Boards and Commissions Appointments on page two of the agenda. This was seconded by Ms. Martin. Motion passed 5-0 for the following appointments:

1. Resolution #2024-01: Zoning Hearing Board, 3-year term, required by MPC to be appointed by resolution – appoint Hank Stobenau to term ending 12/31/2025 and Lynn Bush to a term ending 12/31/2026
2. Planning Commission, 4-year term – appoint Mike Mrozinski and Craig Adams to fill terms ending 12 /31/2024, reappoint Richard Valiga and Maureen Nunn to terms ending 12/31/2027
3. Parks & Recreation Board, 5-year term – appoint Mike Brockway to fill term ending 12/31/2027 and Kelly Swope to term ending 12/31/2028
4. Environmental Advisory Council, 3-year term - Ms. Duckett asked for motion to approve the reappointment of Rea Monaghan and Brenda Doll to the Environmental Advisory Council (EAC), as well as Mark Shafer as the chair of the EAC, as required per ordinance 517. Mr. Twersky made a motion, seconded by Ms. Duckett. Motion passed 5-0.

Ms. Duckett made one motion for items 5-11 under Boards and Commissions Appointments on page two of the agenda. Mr. Chong seconded the motion. Motion passed 5-0 for the following appointments:

5. Human Relations Commission, 3-year term – appoint Tina Martin to fill term ending 12/31/2025 and reappoint Meredith Roark to term ending 12/31/2026
  - a. Appointment of chair in compliance with ordinance – Christine Lamar
6. Investment Advisory Committee, 4-year term – reappoint Stephen Smith to term ending 12/31/2026 and Brian Siegel to term ending 12/31/2027
7. Historic Committee, 1 year term – reappoint Gloria Jones, Allison Klinger, Fawn Ostriak, Joe Langella
8. Fall Fest, 1-year term – reappoint Natalie Melograno, Natalie Cormier, Diane Morgan, Kelly Swope, Jennifer Green, Morgan High, Kathy Morris
9. Veterans Committee, 1-year term – reappoint Dick Target, Steve Yusem, William Wanger, Joel Mayer
10. Chair of Vacancy Board, 1-year term – reappoint Joyce Pickles
11. Liaison to Community Ambulance Assn. of Ambler, 1-year term – reappoint George Weldon

**Business and Schedules for 2024**

**Resolution No. #2024-02- Establishing approved depositories**

Ms. Duckett made a motion to approve Resolution #2024-02 establishing bank depositories. Mr. Twersky seconded the motion. Motion passed 5-0.

**Resolution No. #2024-03: Establishing 2024 Holiday for non-uniformed employees**

Ms. Duckett made a motion, seconded by Mr. Twersky, to approve Resolution #2024-03 establishing holidays for non-uniformed employees. Motion passed 5-0.

**Resolution No. #2024-04: Approving the execution and signing of payroll between regular meetings for the year 2024**

Ms. Duckett made a motion, seconded by Mr. Twersky, to approve Resolution # 2024-04 approving the execution and signing of payroll between meetings for 2024. Motion passed 5-0.

**Resolution No. #2024-05: Approving 2024 Fee Schedule**

Ms. Duckett made a motion, seconded by Mr. Twersky, to approve Resolution #2024-05 approving the 2024 fee schedule. Motion passed 5-0.

**Approval of the amount of the surety bond for the Township Manager and Treasurer as required by the PA Second-Class Township Code: \$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 in accordance with proposed schedule**

Ms. Duckett made a motion, seconded by Mr. Twersky, 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 comment from the public.

**GENERAL BUSINESS**

**Resolution 2024-06: Authorization to submit RACP grant for new Public Works Facility**

Township staff have been working with ECON Partners to prepare a RACP application in the amount of \$6,250,000 for the new Public Works Facility. The Township will be required to match all RACP funding dollar for dollar. Staff is recommending authorization of the grant application and designation of the appropriate personnel to execute documentation. Ms. Duckett made a motion, seconded by Mr. Twersky to approve Resolution #2024-06 Authorization to submit the RACP grant for the new public Works Facility. Motion passed 5-0.

**Authorization to advertise bid for construction of Old Bethlehem Pike culvert replacement and streambank restoration**

The existing bridge along old Bethlehem Pike needs a full replacement. The township also plans to move forward with a streambank restoration in the same location. Both projects will be funded by separate grants. The bridge will be funded through the Local Shares Grant and the stream bank restoration will be funded through DCED's Water Restoration and Protection Grant, as well as Montgomery County ARPA Funds. Staff are seeking authorization to move forward with the public bidding process for these projects. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve advertisement of the bid construction for the Old Bethlehem Pike Culvert replacement and streambank restoration. Motion passed 5-0.

**Approval of invoices**

The BOS received the invoice on the Accounts payable Warrant Report for checks dated 1/2/2024 with a total of \$196,973.99. There were no questions or comments. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve the warrant report. Motion passed 5-0.

**Approval of minutes - December 12, 2023**

The BOS received the minutes for the December 12, 2023, BOS meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Mr. Twersky to approve the December 12, 2023, BOS minutes. Motion passed 4-0. (Mr. Chong abstained, as he was not yet a supervisor for that meeting.)

**SUPERVISORS COMMENTS**

Ms. McNeely welcomed Mr. Chong and Mr. Amchin.

Ms. Martin echoed those comments.

Mr. Twersky also echoed those comments and wished everyone a Happy New Year.

Mr. Chong said he is excited to be here and is excited about this opportunity.

Ms. Duckett welcomed Mr. Chong to public service.

There being no further questions or comments, Ms. Duckett made a motion, seconded by Mr. Twersky, to adjourn at 6:15 p.m. until the next regular meeting scheduled for January 23, 2024. Motion passed 5-0.

Respectfully submitted,

*Michelle Farzetta*

Michelle Farzetta  
Office Manager