

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, JANUARY 23, 2024**

**SUPERVISORS:**

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

**STAFF:**

Mimi Gleason, Township Manager  
Jamie Worman, Assistant Township Manager  
Michelle Farzetta, Office Manager  
Neil Stein, Esq., Solicitor  
Fred Zollers, Director Public Works  
Paul Kenny, Police Chief  
Jim Hersh, Township Engineer, Gilmore  
Chad Dixson, Traffic Engineer, Bowman Company  
Melinda Haldeman – Finance Director  
John Farrell – Project Manager  
Sandi Feight – Parks and Recreation Director

**Call to Order and Pledge of Allegiance**

The Chair called the hybrid meeting to order at 7:03pm at the Lower Gwynedd Township Building and virtually on Zoom and led those in attendance in the pledge of allegiance.

**ANNOUNCEMENTS AND PRESENTATIONS**

The Board of Supervisors (BOS) met in executive session prior to tonight's meeting to discuss matters of real estate and litigation.

**Presentation of the Lower Gwynedd Township Environmental Advisory Council's Going Green Awards**

Maureen Nunn, Chair of the Going Green Award Committee presented awards to those in the community who were practicing sustainability within the township. Mary Pellogrino, a student at Gwynedd Mercy Academy High School, placed third for her plantings on the school campus, as well as her composting projects at home.

Harth Builders came in second for the renovations they completed on their new headquarters on Bethlehem Pike. Several sustainable projects such as solar panels, EV charging stations and LED lighting are just a few of the projects that helped them earn second place.

Gwynedd Friends Meeting placed first for their various land projects, native plantings, pollinator gardens, rain gardens and community garden. These gardens are used for educational programming for the community and school.

**Swearing in Greg Rozman as an officer in the Lower Gwynedd Township Police Department**

January 23, 2024

Judge Patricia Zaffarano swore in Officer Greg Rozman. Officer Rozman came to us from Philadelphia. Chief Kenny thanked the BOS and Ms. Gleason for all their support in hiring additional officers and making public safety important.

**Swearing in William (Townie) Henry as a Sergeant in the Lower Gwynedd Township Police Department**

Judge Zaffarano swore in Officer Henry as he was promoted to Sergeant. Sergeant Henry currently runs our Community Response Unit (CRU). Sergeant Henry thanked everyone who helped him get to where he is today.

**Police commendations**

Chief Kenny and Lieutenant Gargan distributed commendations recognizing outstanding police work. They presented several officers with certificates for their time, hard work, and dedication to various cases over the past six months. The following officers were recognized:

Officer Tim Evard for his assistance with an overdose case with Horsham Police.

Officer Chris Westerman, Officer Tom Henry, Officer John Dobson, and Officer Garret Vail for their work on a suicidal case.

Officer John Dobson and Officer Garrett Vail for their response to a missing resident from a local nursing home.

**PUBLIC COMMENTS**

Mark Schafer, 23 Brookline Court thanked Public Works for their excellent work plowing the roadways the past week.

Fred Wenz, 904 Gypsy Hill Road came asking the BOS if they could waive his need for a conditional use application for a lot line change at his property. He did a similar adjustment several years ago within the township and was not required to file a conditional use application then. Mr. Stein stated the requirement is part of a zoning ordinance. The BOS does not have the ability to waive the conditional use application as requirements of the zoning code are handled by the Zoning Hearing Board (ZHB). Mr. Stein suggested he complete a ZHB application asking for a variance. Ms. Gleason mentioned that going through the conditional use process would not be any more work than going through the zoning hearing board variance process.

**BUILDING AND ZONING**

**Authorization to initiate the ordinance amendment process, including authorization to advertise the legal notice, for an amendment to temporary sign regulations in Title VI, the Zoning Ordinance, in the Township Code**

Staff is proposing an amendment that will redefine “temporary signs”. This revision will remove regulations for temporary signs from residential zoning districts and will revise the regulations for temporary signs in non-residential zoning districts. Staff would like to begin the ordinance amendment process for this update. Ms. Duckett made a motion, seconded by Mr. Twersky, to initiate the ordinance amendment process. Motion passed 5-0.

**GENERAL BUSINESS**

**Appoint Frances McKenzie to the Lower Gwynedd Township Parks and Recreation Board to fill an unexpired term ending December 31, 2027**

The BOS received a resignation letter from a member of the Parks and Recreation Board, therefore causing a vacancy. The BOS received a volunteer application from Frances McKenzie. Ms. Duckett made a motion to appoint Ms. McKenzie to the Park and Recreation Board to fill the unexpired term, seconded by Ms. Martin. Motion passed 5-0.

**Reappoint Mary Claghorn to a three-year term as a Lower Gwynedd Township representative on the Wissahickon Valley Public Library Board**

The BOS received a letter from the Wissahickon Valley Library regarding the re- appointment of Mary Claghorn to the Library Board for a three-year term. Ms. Duckett made a motion, seconded by Ms. McNeely, to appoint Mary Claghorn to the Library Board for a three-year term. Motion passed 5-0

**Authorization to advertise an amendment creating a new Chapter 858, entitled “Responsible Contractor Requirements” in the Township Code**

A new chapter will be created in the Township code identifying minimum requirements contractors must possess to be eligible to bid for Lower Gwynedd Projects over a \$250,000 threshold. Mr. Stein stated that currently there is no definition of what responsible means. This ordinance will clarify “responsible.” These requirements are in the best interest of the township moving forward. There were some questions from the BOS, such as what if we don’t find someone qualified to bid, would we drop some of the requirements? If we did that would there be any legal implications? Mr. Stein said there would be no legal implications for adjusting the requirements if we felt it necessary. Ms. Gleason stated typically we would have a job go out for bid twice. If we did not get anyone that fits the requirements, then we would drop some of the requirements. It would be handled on a case-by-case basis. Another question was related to inflation. Mr. Stein stated that amendments can be made to the ordinance if necessary to adjust the threshold. The BOS also asked that some of the languages be changed regarding training and apprenticeships. Ms. Duckett made a motion to authorize the advertisement creating Chapter 858 entitled “Responsible Contractor Requirements “with the noted changes, seconded by Ms. Martin. Motion passed 5-0.

**Consideration of proposal to market Ingersoll House for sale**

Township staff have received proposals from two realtors who are interested in helping to locate individuals and/or firms that might be interested in preserving the Ingersoll House and Barn. The actual sale will be through a public auction. Both proposals were presented to the BOS with staff recommending Lei Barry of Keller Williams Real Estate. Ms. Duckett made a motion, seconded by Ms. Martin to authorize the Township Manager, Mimi Gleason, to sign an agreement with Lei Barry of Keller Williams for historic real estate marketing services for the Ingersoll House. Motion passed 5-0.

**Request to authorize the Township Manager to sign a contract extension with James D. Morrissey, Inc (JDM), for construction of the Spring House Roadway Improvement Project Phase 2**

James D. Morrissey has submitted a request for a contract extension. This extension is necessary due to delayed PECO and Verizon pole relocation work that has impacted other utilities for line relocation. This delay has caused a shutdown of the roadway project work. Mr. Dixon is suggesting extending the contract through August 28, 2024. Mr. Dixon stated Bowman is in constant contact with Verizon to get the job moving. He is working with Ms. Gleason to keep pressure on them and to allow enough time to give notice to residents of the work. Ms. Duckett made a motion seconded by Mr. Twersky to authorize

January 23, 2024

Ms. Gleason to sign a contract extension with JDM for construction of the Spring House Improvement Project Phase 2. Motion passed 5-0.

**Consideration of Stipulation to Settle for Tax Assessment Appeal for 1000 Radcliff Lane**

The property owners of 1000 Radcliff Lane, based on the risks and hazards of litigation, have decided that it would be best to settle their Assessment Appeal based on terms and conditions outlined in a Stipulation to Settle. Ms. Duckett made a motion, seconded by Ms. Martin to approve the Stipulation to Settle for 1000 Radcliff Lane. Motion passed 4-0. (Mr. Twersky abstained)

**Consideration of Stipulation to Settle for Tax Assessment Appeal for 208 Cathcart Road**

The property owners at 208 Cathcart Road, based on the risks and hazards of litigation, have decided that it would be best to settle their Assessment Appeal based on terms and conditions outlined in a Stipulation to Settle. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the Stipulation to Settle for 208 Cathcart Road. Motion passed 4-0. (Mr. Twersky abstained)

**Review of Township Engineer's Report - any questions for the Township Engineer?**

Mr. Hersh provided the engineers' report for the month of January. There were no questions or comments from the BOS.

**Review of Traffic Engineer's Report - any questions for the Traffic Engineer?**

Mr. Dixon provided the traffic engineers' report for the month of January. There were no questions or comments from the BOS regarding the report.

**Review of financials Balance Sheet and YTD Report - December 2023**

The BOS received the Year-to-Date financials for December of 2023. There were no questions from the Board.

**Approval of invoices**

The BOS received the warrant report dated January 23, 2024, totaling \$114,280.36. There were no questions from the BOS. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve the invoices listed. Motion passed 5-0.

**Approval of minutes - January 2, 2024**

The BOS received the minutes from the January 2<sup>nd</sup> re-organization meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the January 2, 2024, meeting minutes. Motion passed 5-0

**SUPERVISOR LIASON REPORTS**

The BOS received the Liaison report from the Planning Commission meeting. There were no questions or comments.

**STAFF UPDATES**

January 23, 2024

Ms. Worman mentioned that she is in the final process of finalizing the Annual E-cycle and Paper Shredding Event held at the township building. This year it will be held on May 11 from 8am-11am. Ms. Gleason stated that Public Works had a long week last week due to the various weather events, but they did a great job and thanked them.

### **SUPERVISORS COMMENTS**

Ms. McNeely congratulated the new officer and Officer Henry on his promotion. She also thanked the police who received their commendations. Ms. McNeely then thanked Public Works for a job well done in the snow. Lastly, she congratulated the recipients of the Green Award.

Mr. Chong echoed Ms. McNeely's comments. He also thanked the staff and said he is amazed at the work that they do every day.

Ms. Martin echoed the comments, as well. She also congratulated Ms. Duckett and Chief Kenny on the Martin Luther King Jr Awards they received from Bethlehem Baptist Church.

Mr. Twersky thanked Public Works also, as well as the police and fire companies, as they never get a snow day.

Ms. Duckett echoed everyone's comments. She also said the stories from the police are heartwarming.

### **Adjournment**

Ms. Duckett made a motion at 8:24pm to adjourn the meeting. Mr. Twersky seconded that motion. Motion passed 5-0.

Respectfully submitted,

*Michelle Farzetta*

Michelle Farzetta  
Office Manager