

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING**

MONDAY, JANUARY 7, 2019

SUPERVISORS PRESENT:

Kathleen Hunsicker, Chair
Dr. J. Richard Booth, Vice-Chair
Edward J. Brandt
Stephen Paccione
Mark Grey

STAFF:

Craig McAnally, Township Manager
Jamie Worman, Assistant Township Manager
James Garrity, Esq., Township Solicitor
Ken Amey, Zoning Officer
Michael DeStefano, Public Works Director

Call to Order and Pledge of Allegiance

Ms. Hunsicker called the meeting to order at 4:02 p.m. in the Lower Gwynedd Township Municipal Building and led those in attendance in the pledge of allegiance.

Nominations for the position of Temporary Chairman of the Board of Supervisors.

Ms. Hunsicker made a motion, seconded by Mr. Brandt to appoint Dr. Booth as Temporary Chairman of the Board of Supervisors. The motion carried 5-0.

Nominations for the position of Chair of the Board of Supervisors

Mr. Brandt put forth Ms. Hunsicker in nomination as Chair. Mr. Grey put forth Mr. Paccione in nomination. Mr. Brandt made a motion to approve the appointment of Ms. Hunsicker, Dr. Booth seconded the motion. The motion to carried 3 ayes (Mr. Brandt, Dr. Booth, Ms. Hunsicker); 2 nays (Mr. Grey and Mr. Paccione). The motion carried 3 - 2.

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

Ms. Hunsicker assumed the Chair and asked for nominations for the position of Vice-Chair of the Board of Supervisors. Mr. Grey placed the name of Mr. Paccione in nomination. Mr. Brandt placed the name of Dr. Booth in nomination as Vice Chair of the Board of Supervisors, Ms. Hunsicker seconded the motion. The motion carried 3 ayes (Mr. Brandt, Dr. Booth, Ms. Hunsicker); 2 nays (Mr. Grey and Mr. Paccione). The motion carried 3 - 2.

Appointment of Delegate and Alternate Delegate for PSATS Convention

Ms. Hunsicker made a motion, seconded by Dr. Booth to appoint Mr. Grey as Delegate for the PSATS Convention. There was no Alternate Delegate appointed. The motion carried 5-0.

Supervisors' Comments-Chair comments

Ms. Hunsicker thanked everyone for their support and stated she was honored to serve the Township.

Establishment of meeting dates for the Board of Supervisors for the year 2019

The Chair stated that the meeting dates will continue with two meetings per month; one regular meeting on the 2nd Tuesday of each month and one regular Meeting on the 4th Tuesday of the month with the exception of June, July, and August when there is only one meeting on the 4th Tuesday and in December when there is only one meeting on the 2nd Tuesday. It was also noted that the regular meetings will begin at 7:00 p.m. in 2019. Dr. Booth made a motion, seconded by Mr. Paccione to approve the meeting dates for the Board of Supervisors for the year 2019 as presented. The motion carried 5 - 0.

Township Appointments

Appointment of Secretary - Craig T. McAnally

Appointment of Treasurer - Craig T. McAnally

Appointment of Assistant Secretary - Carole B. Culbreth

Appointment of Assistant Treasurer - Jamie Worman

Dr. Booth made a motion, seconded by Mr. Paccione to approve each of the above listed appointments. Each motion carried 5 - 0.

Appointment of Solicitor - James J. Garrity, Esquire, Wisler, Pearlstine, Talone, Craig, Garrity & Potash

Ms. Hunsicker requested a motion to reappoint James J. Garrity, Esq. as Township Solicitor. Mr. Grey questioned the increase in solicitor's billing over the past year. Ms. Hunsicker and Dr. Booth both replied that they had reviewed the bills in question and found no issues. Mr. Grey then mentioned a potential conflict of interest situation in relation to a recent Zoning Hearing Board case and Mr. Garrity's firm. Mr. Garrity explained that he was not aware of the conflict until after the fact. Mr. Grey replied that a letter identifying the conflict should have been submitted to the Board of Supervisors. Dr. Booth made a motion to reappoint James J. Garrity, Esquire as Township Solicitor and Mr. Brandt seconded the motion. The motion carried 3 ayes (Mr. Brandt, Dr. Booth and Ms. Hunsicker); 2 nays (Mr. Grey and Mr. Paccione). The motion carried 3 - 2.

Appointment of Sewer Solicitor - James J. Jacquette, Esq.

Appointment of Labor Counsel - Ryan Cassidy, Esq., Eckert Seamans

Appointment of Zoning Hearing Board Solicitor - Joseph C. Kuhls, Esq.

Dr. Booth made a motion, seconded by Mr. Paccione to approve each of the above appointments. Each motion carried 5 – 0.

Appointment of Township Engineer–Gilmore & Associates, Inc. – Dr. Booth made a motion, seconded by Mr. Grey to approve the appointment of Gilmore & Associates as the Township Engineer. The motion carried 5-0.

Appointment of Sewer Engineer – ATC Group Services BCM Engineers

Appointment of Conflict Engineer – CKS, Engineers

Dr. Booth made a motion, seconded by Mr. Paccione to approve each of the above appointments. Each motion carried 5 – 0.

Appointment of Building Inspector – Keystone Municipal Services, Inc.- Dr. Booth made a motion, seconded by Mr. Brandt to approve the appointment of Keystone Municipal Services as the Township Building Inspector. The motion carried 5-0.

Appointment of Part-Time Assistant Building Inspector- Joseph Groarke- Dr. Booth made a motion, seconded by Mr. Grey to approve the appointment of Joseph Groarke as part-time Assistant Building Inspector. The motion carried 5-0.

Appointment of Township Planner – Kenneth Amey

Appointment of Zoning Officer – Kenneth Amey

Mr. Paccione made a motion, seconded by Mr. Brandt to approve the above appointments in a single motion. The motion carried 5 – 0.

Appointment of Assistant Zoning Officer – Craig T. McAnally

Appointment of Open Records Officer – Carole B. Culbreth

Appointment of Lower Gwynedd representative to Ambler Wastewater Treatment Plant – Michael DeStefano

Appointment of Sewer Billing Processing Service- Bucks County Water & Sewer Authority

Dr. Booth made a motion, seconded by Mr. Paccione to approve each of the above appointments. Each motion carried 5 – 0.

Appointment of Chief Administrative Officer for Pension Plans – Craig McAnally- Dr. Booth made a motion, seconded by Mr. Grey to approve the appointment of Craig McAnally as the Chief Administrative Officer for Pension Plans. Motion carried 5-0.

Appointment of Pension Investment Advisor – PFM Financial Advisors- Mr. Paccione made a motion, seconded by Dr. Booth to approve the appointment of PFM Financial Advisors as the Pension Investment Advisor. Motion carried 5-0.

Appointment of Actuary – CBIZ Savitz- Mr. Paccione made a motion, seconded by Mr. Grey to approve the appointment of CBIZ Savitz as Actuary. Motion carried 5-0.

Appointment of Certified Public Accounting Firm (CPA) – Barbacane, Thornton & Co.

Appointment of Deputy Tax Collector, Michelle Yost

Mr. Grey made a motion, seconded by Dr. Booth to approve each of the above appointments. Each motion carried 5 – 0.

Appointment of Finance Director- Steve Wiesner- Dr. Booth made a motion, seconded by Mr. Grey to approve the appointment of Steve Wiesner as Finance Director. Motion carried 5-0.

Appointment of Supplementary Accounting Services- Dunlap & Associates (Julie Davis)- Mr. Paccione made a motion, seconded by Mr. Grey to approve the appointment of Dunlap & Associates-Julie Davis for supplementary accounting services. The motion carried 5-0.

Appointment of Fire Marshal, Assistant Fire Marshal

Al Comly, Jr. – Fire Marshal

Don Holt, Chief, North Penn Fire Co., – Assistant Fire Marshal

Dr. Booth made a motion, seconded by Mr. Brandt to approve the appointments of Fire Marshal and Assistant Fire Marshal. The motion carried 5 – 0.

Appointment of Emergency Management Coordinator- Frank Baxter- Dr. Booth made a motion, seconded by Mr. Paccione to approve the appointment of Frank Baxter as Emergency Management Coordinator. The motion carried 5-0.

Resolution #2019-01: Adoption of a Resolution establishing approved depositories for Lower Gwynedd Township Funds in 2019.

Mr. Paccione made a motion, seconded by Mr. Brandt to adopt Resolution #2019-01: Adoption of a Resolution Establishing Approved Depositories for Lower Gwynedd Township Funds in 2019. The motion carried 5 – 0.

Resolution #2019-02: Adoption of a Resolution establishing Holidays for Township Employees for the year 2019.

Mr. Paccione made a motion, seconded by Dr. Booth to adopt Resolution #2019-02: Adoption of a Resolution Establishing Holidays for Township Employees for the Year 2019. The motion carried 5 – 0.

Resolution #2019-03: Adoption of a Resolution approving the execution and signing of payroll between regular meetings for the year 2019.

Dr. Booth made a motion, seconded by Mr. Grey to adopt Resolution #2019-03: Adoption of a Resolution Approving the Execution and Signing of Payroll between Regular Meetings for the Year 2019. The motion carried 5 - 0.

Resolution #2019-04: Uniformed Employees' Pension Plan

Dr. Booth made a motion, seconded by Mr. Brandt to adopt Resolution #2019-04: Uniformed Employees' Pension Plan requiring a 5% contribution. The motion carried 5 - 0.

Approval of 2019 Employee Salaries

Mr. Paccione made a motion, seconded by Mr. Grey to approve the 2019 Employee Salaries as listed on the 2019 Employee Salary sheet dated 1/3/19. The motion carried 5-0.

Motion to Approve the Prevailing IRS Mileage Rate (\$.58) for Reimbursement of Township Employees

Dr. Booth made a motion, seconded by Mr. Grey to approve the Prevailing IRS Mileage Rate for Reimbursement of Township Employees (\$.58/mile). The motion carried 5 - 0.

Appointments to Commissions and Boards

Planning Commission, 4-year term- Mike Twersky, and one open appointment

Dr. Booth made a motion, seconded by Mr. Grey to approve the appointment of Mike Twersky to the Planning Commission. The motion carried 5-0.

Zoning Hearing Board, 3-year term - Robert Rosenthal

Dr. Booth made a motion, seconded by Mr. Grey to approve the appointment of Robert Rosenthal to the Zoning Hearing Board. The motion carried 4 ayes (Hunsicker, Booth, Paccione, Grey) to one nay (Brandt). Mr. Brandt explained his opposition to the appointment as he felt Mr. Rosenthal may have a conflict on this board given his involvement with development. The motion carried 4-1.

Park and Recreation Board, 5-year term - Larry Altman, James Jacquette, Esq.

Mr. Paccione made a motion, seconded by Mr. Grey to approve the appointments of Larry Altman and James Jacquette, Esq. to 5-year terms on the Park and Recreation Board. The motion carried 5 - 0.

Vacancy Board, 1-year term - Harvey Salwen

Dr. Booth made a motion, seconded by Mr. Grey to approve the appointment of Harvey Salwen to a 1-year term on the Vacancy Board. The motion carried 5 - 0.

Environmental Advisory Council, 3-year term - Judy Inskip, Lisa Brown

Mr. Paccione made a motion, seconded by Mr. Grey to approve the appointment of Judy Inskip and Lisa Brown to a 3-year term on the EAC. The motion carried 5-0.

Pike Fest Committee, 1-year term – Larry Altman, Linda Schumacher, Heather Bert, Penny Wosewick, Kathy Morris, Christina King, Ben Bergman, Jennifer Green, Chuck Green, Hilary Goodman

Dr. Booth made a motion, seconded by Mr. Grey to approve the appointments to the Pike Fest Committee to a 1-year term. The motion carried 5 – 0.

Community Ambulance Assn. of Ambler, 1-year term – Mary Anne Noone
Dr. Booth made a motion, seconded by Mr. Brandt to appoint Mary Anne Noone as the Township liaison to the Community Ambulance Assn. of Ambler. The motion carried 5 – 0. Mr. Brandt made a suggestion that Ms. Noone provide a quarterly update on the ambulance so the Board is aware of any issues. Ms. Noone agreed.

BUSINESS & FINANCIAL

Receipt of Meeting Minutes: December 11, 2018

Dr. Booth made a motion, seconded by Mr. Grey to approve the December 11, 2018 minutes. The motion carried 5 – 0.

PUBLIC COMMENTS

There were no comments.

OTHER BUSINESS

Proposal E-Cycle and Paper Shredding

Ms. Hunsicker requested approval for the E-Cycle and Paper Shredding proposal from SAMR for electronics recycling in the amount of \$4,450.00 and Shred-it for paper shredding in the amount of \$2,000.00. Mr. Paccione made a motion, seconded by Dr. Booth to accept both the electronic and shredding proposals. The motion carried 5-0.

MANAGER'S REPORT

There was no Manager's Report.

SUPERVISORS/STAFF COMMENTS

Mr. McAnally announced he will be leaving for Disney on Wednesday.

Adjournment

There being no further questions or comments, the meeting was adjourned at 4:50 p.m. until the next Regular Meeting scheduled for January 22, 2019.

Respectfully submitted,

Jamie P. Worman
Assistant Township Manager