

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

**MONDAY, JANUARY 4, 2021**

**SUPERVISORS PRESENT:**

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

**STAFF:**

Craig McAnally, Township Manager  
Jamie Worman, Assistant Township Manager  
Carole Culbreth, Assistant Secretary  
Neil Stein, Esq., Solicitor  
Paul Kenny, Police Chief  
Ken Amey, Zoning Officer  
Fred Zollers, Public Works Director  
Chad Dixon, McMahan Associates

**Call to Order and Pledge of Allegiance**

Mr. Grey called the meeting to order at 6:10 p.m. virtually on Zoom and led those in attendance in the pledge of allegiance. He welcomed everyone attending. He explained that every year the Board is mandated to reorganize and appoint leadership.

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

Mr. Grey made a motion, seconded by Ms. McNeely to appoint Mr. Brandt as Temporary Chairman of the Board of Supervisors. The motion passed 5-0.

**Nominations for the position of Chairman of the Board of Supervisors**

Mr. Brandt asked for nominations for the position of Chairman of the Board of Supervisors. Ms. McNeely placed the name of Mr. Grey in nomination. Ms. Duckett seconded the motion to appoint Mr. Grey as Chairman of the Board of Supervisors. Mr. Brandt asked if there were any other nominations. There were none. The motion passed 5 - 0. Mr. Brandt congratulated Mr. Grey.

**Nominations for the position of Vice-Chairman of the Board of Supervisors**

Mr. Grey assumed the Chairmanship and asked for nominations for the position of Vice-Chairman of the Board of Supervisors. Ms. McNeely made a motion, seconded by Mr. Brandt to name Ms. Duckett as Vice-Chairman of the Board of Supervisors. The motion passed 5 - 0.

**Motion to Approve Recording of Board of Supervisors' Meetings**

Ms. Duckett made a motion, seconded by Mr. Brandt to approve the recording of the Board of Supervisors' Meetings. The motion passed 5 - 0.

**Appointment of Delegate and Alternate Delegate for PSATS Convention**

(PSATS 98<sup>th</sup> Annual Educational Conference & Exhibit Show April 18-21, 2021)

Mr. Grey noted the PSATS Convention was cancelled last year. Ms. Duckett made a motion, seconded by Mr. Brandt to appoint Ms. McNeely as Delegate to the 2021 PSATS Convention. The motion carried 5 - 0. Mr. Brandt made a motion, seconded by Ms. Duckett to appoint Ms. Hunsicker as alternate delegate to the 2021 PSATS Convention. The motion carried 5 - 0.

**Chair Comments**

The Chairman stated 2020 was a challenging year. He stated the Township stayed healthy, protocols were in place, and the Township continued to help citizens with their concerns. He noted Montgomery County Community College has been designated by the County to be a vaccination center. The Chairman stated the North Penn Volunteer Fire Company (NPVFC) has received a \$1,000,000 grant with \$400,000 matching funds from the Township. He stated Representative Hanbidge and former Representative Harper helped obtain the grant for NPVFC. He stated this will upgrade the Township's fire service. He stated the volunteers do a great job. Mr. Brandt stated his goal has been to create a tax rebate for volunteers who live in Lower Gwynedd Township. He asked how seniors will find out about the vaccine schedules. Mr. McAnally stated the County Health Department will provide information. Mr. Grey stated the Philadelphia Archdiocese posted that St. Charles Seminary will be moving to Gwynedd Mercy University.

**Establishment of Meeting Dates for the Board of Supervisors for the year 2021**

Ms. Duckett made a motion, seconded by Mr. Brandt to accept the establishment of meeting dates for the Board of Supervisors for the year 2021. The motion carried 5 - 0.

**Township Appointments (2-minute limit for comments)**

Mr. Grey asked for a single motion on the below appointments listed on the first page.

Appointment of Township Manager/Secretary/Treasurer - Craig T. McAnally

Appointment of Assistant Secretary - Carole B. Culbreth

Appointment of Assistant Treasurer - Jamie Worman

Appointment of Solicitor - Kaplin, Stewart

Appointment of Conflict Attorney - Thomas J. Speers, Esq.

Appointment of Township Sewer Solicitor – Timoney Knox

Appointment of Labor Counsel – Eckert Seamans

Appointment of Township Engineer – Gilmore & Associates, Inc.

Appointment of Sewer Engineer – ATC Group Services BCM Engineers

Appointment of Conflict Township Engineer - CKS Engineers

Appointment of Traffic Engineer – McMahon Associates

Appointment of Building Inspector – Keystone Municipal Inspections

Appointment of Township Planner – Ken Amey

Appointment of Zoning Officer – Ken Amey

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 – Fred Zollers

Appointment of Sewer Bill Processing Service – Bucks County Water & Sewer Authority

Appointment of Chief Administration Officer for Pension Plans – Craig T. McAnally

Appointment of Pension Investment Advisor – PFM Financial Advisors

Appointment of Actuary – CBIZ Savitz

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

Appointment of Supplementary Accounting Services – Dunlap & Associates

Appointment of Fire Marshal and Assistant Fire Marshal

Al Comly, Jr. – Fire Marshal

Matthew J. Traynor, North Penn Fire Co. - Asst. Fire Marshal

Appointment of Emergency Management Coordinator – Frank Baxter

There were no comments. Ms. Hunsicker made a motion, seconded by Mr. Brandt to make a single motion to approve the above Township appointments. The motion passed 5 – 0.

**Nominations for Commissions and Boards**

Mr. Grey moved on to Nominations for Commissions and Boards.

NOTE: The Board may make a single motion for the nominations listed below.

**Zoning Hearing Board**, 3-year term – Dennis Daly, Robert Nagle, Esq.

**Park & Recreation Board**, 5-year term - one open appointment

**Vacancy Board**, 1-year term – Debra Schaeffer

**EAC**, 3-year term – Rea Monaghan, Susan Smith-Oscilowski; Steven Saffier

**Veterans Committee**, 1-year term – Dick Target, Stephen Yusem, Esq.,

William Wanger, Esq., Joel Mayor

**Pike Fest**, 1-year term –Linda Schumacher, Jennifer Green, Chuck Green, Hilary Goodman,

**Liaison to Community Ambulance Assn. of Ambler**, 1-year term – Mary Ann Noon

Mr. Brandt made a motion, seconded by Ms. Duckett to appoint the above nominations for Commissions and Boards in a single motion. Ms. Hunsicker voted nay for Ms. Schaeffer, Vacancy Board because being a Democratic Committee person would not allow her to be unbiased. Mr. Brandt voted nay also to Ms. Schaeffer as Ms. Hunsicker noted. Ms. Duckett is a nay for Robert Nagle, Zoning Hearing Board. The motion passed 5 – 0 for the above nominations for Commissions and Boards with the exception of a 3 aye votes (Grey, Duckett, McNeely) – 2 nay votes (Hunsicker, Brandt) for Debra Schaeffer, Vacancy Board; and 4 ayes (Grey, Brandt, Hunsicker, McNeely – 1 nay (Duckett) for Robert Nagle.

**Resolution No. 2021-01: Adoption of a Resolution establishing approved depositories for Lower Gwynedd Township Funds in 2021**

Ms. Duckett made a motion, seconded by Mr. Brandt to adopt Resolution No. 2021-01 Adoption of a Resolution establishing approved depositories for Lower Gwynedd Township Funds in 2021. The motion passed 5 – 0.

**Resolution No. 2021-02: Adoption of a Resolution establishing Holidays for Township Employees for the year 2021**

Ms. Hunsicker made a motion, seconded by Ms. Duckett to adopt Resolution No. 2021-02 Adoption of a Resolution establishing Holidays for Township Employees for the year 2021. The motion passed 5 – 0.

**Resolution No. 2021-03: Adoption of a Resolution approving the execution and signing of payroll between regular meetings for the year 2021**

Mr. Brandt made a motion, seconded by Ms. Hunsicker to adopt Resolution No. 2021-03 Adoption of a Resolution approving the execution and signing of payroll between regular meetings for the year 2021. The motion passed 5 – 0.

**Resolution No. 2021-04: Uniformed Employees’ Pension Plan**

Mr. McAnally explained this is a 5% contribution by Uniformed Officers to their pensions. The Chairman asked for questions or comments. There were none. Mr. Brandt made a motion, seconded by Ms. Duckett to adopt Resolution No. 2021-04: Uniformed Employees’ Pension Plan. The motion passed 5 – 0.

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**Approval of Fee Schedule**

Mr. McAnally stated the there are no changes to the Fee Schedule for 2021. Ms. Hunsicker made a motion, seconded by Mr. Brandt to approve the Fee Schedule for 2021. The motion passed 5 – 0.

**Motion to approve the prevailing IRS mileage rate (\$.56) for reimbursement of Township Employees for the year 2021**

Ms. McNeely made a motion, seconded by Mr. Brandt to approve the prevailing IRS mileage rate (\$.56) for reimbursement of Township Employees for the year 2021. The motion passed 5 – 0.

**Establishment of Supervisor Committees for the year 2021**

The Chairman stated he received a request to formalize two new committees, a Historic Committee and a Communications Committee. Ms. McNeely made a motion to explore a Historic Committee, seconded by Ms. Hunsicker. The motion passed 5 – 0.

The Chairman asked for a motion to establish a Communication Committee. Mr. Brandt made a motion, seconded by Ms. McNeely to establish a Communication Committee. The motion passed 5 – 0.

**BUSINESS & FINANCIAL**

**Receipt of Meeting Minutes: December 8, 2020**

The Board of Supervisors received the December 8, 2020 meeting minutes. The Chairman asked if there were any comments. There were none. Ms. McNeely made a motion, seconded by Mr. Brandt to approve the December 8, 2020 meeting minutes. The motion passed 5 – 0.

**Receipt of Invoice History, November, 2020**

The Board of Supervisors received the Invoice History for November, 2020 in the amount of \$490,958.20 The Chairman asked if there were any questions or comments. There were none. Ms. Hunsicker made a motion, seconded by Ms. McNeely to approve the Invoice History for November, 2020 in the amount of \$490,958.20. The motion passed 5 – 0.

## **PUBLIC COMMENTS**

Lisa Matthews, N. Surrey Drive, voiced her complaint and concerns regarding tenants on N. Surrey Drive, and their obtrusive behavior towards neighbors. Mr. Amey stated the landlord and tenants were brought before the Judge and fines of \$1,000 per day are pending because of these zoning violations. Ms. Matthews stated nothing has changed and we are asking for your help. Ms. McNeely stated it affects her also and she urged the Matthews to come forward. Mr. Brandt asked for Mr. Stein's advice. Mr. Stein said he has not been involved, but he suggested it be elevated to the Court of Common Pleas. Ms. McNeely asked for help. Mr. Stein recommended expediting this matter to the Court of Common Pleas. Ms. McNeely asked Zoning to address this issue and change the Township Code. Mr. Brandt made a motion, seconded by Ms. Duckett to have Mr. Stein expedite the matter to the Court of Common Pleas. The motion passed 5 - 0.

Stephen Haney, 904 N. Surrey Drive, corroborated Ms. Matthews comment and is in support of Mr. Stein taking to the Court of Common Pleas. Ms. McNeely asked Mr. Stein to give the Board a review of the situation and also tighten any ordinances to stop this annoying situation which is beyond harassment. Mr. Brandt asked Mr. Stein to keep Supervisors up-to-date on this issue.

## **OTHER BUSINESS**

### **Proposal for Paper Shredding & E-Cycle - April 17, 2021**

This item has been tabled.

## **MANAGER'S REPORT**

Report from the Manager - Municipal activities, projects

Mr. McAnally asked if all the Committee assignments are the same as last year. Mr. Grey stated he would like to review with supervisors.

Mr. McAnally stated former police officer Al Elms passed away this past weekend and will pass along our condolences to his family.

Mr. McAnally stated the Elected Auditors will organize tomorrow at 8:30 am.

## **SUPERVISORS COMMENTS**

Mr. Brandt said 2020 has been very trying and looking for a recovery of the Country and Lower Gwynedd will move quickly on the vaccines made to our residents. He thanked staff for helping keep the Township in operation and safe. He thanked Mr. McAnally and Ms. Worman for doing that. Wish all the best for 2021.

Ms. Hunsicker seconds what Mr. Brandt said. She thanked staff and professional staff for remaining with Lower Gwynedd Township and our volunteers. She wished everyone a Happy New Year.

Ms. Duckett echoed what Ms. Hunsicker and Mr. Brandt said. She stated the year has exceeded her expectations as to what has been accomplished during a pandemic. She wishes everyone a Healthy and Prosperous New Year.

Ms. McNeely wished everyone a Happy and Prosperous New Year. She stated we have a tremendously talented and dedicated staff and volunteers. She is looking forward to forming the new historic and communication committees this year.

Mr. Grey stated we have done well during COVID. He stated surrounding communities and Townships have made severe changes in their operations and Lower Gwynedd did not have to. He thanked the citizens who continue to pay taxes so the Township can continue their efforts. He stated the degree of excellence that came out of staff and keep the service level up. He noted we are ending the year on a good note and get the vaccine out to everyone.

Ms. Hunsicker asked to advertise the volunteer openings.

Ms. Duckett stated we do have an open position on the Park and Recreation Department.

Ms. McNeely stated we have three new applications for the Park and Recreation Department and asked that we advertise another month.

Mr. Brandt asked that staff to follow-up with Ms. Matthews.

There being no further questions or comments, the meeting was adjourned at 7:16 p.m. until the next regular meeting scheduled on January 26, 2021 virtually on Zoom.

Respectfully submitted,

Carole Culbreth  
Assistant Secretary