

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

**MONDAY, JANUARY 3, 2022**

**SUPERVISORS PRESENT:**

Danielle A. Duckett, Chair  
Michael Twersky, Vice-Chair  
Kathleen Hunsicker  
Tessie McNeely  
Janine Martin

**STAFF:**

Craig McAnally, Township Manager  
Jamie Worman, Assistant Township Manager  
Neil Stein, Esq., Solicitor  
Paul Kenny, Police Chief

**Call to Order and Pledge of Allegiance**

Mr. McAnally called the meeting to order at 6:18 p.m. in-person and virtually on Zoom and led those in attendance in the pledge of allegiance.

**Nominations for the position of Temporary Chair of the Board of Supervisors**

Solicitor Neil Stein accepted nominations for the position of Temporary Chair of the Board of Supervisors. Ms. Duckett made a motion, seconded by Ms. Hunsicker to appoint Ms. McNeely as Temporary Chair of the Board of Supervisors. The motion passed 5-0.

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

Ms. McNeely asked for nominations for the position of Chair of the Board of Supervisors. Ms. Martin placed the name of Ms. Duckett in nomination. Mr. Twersky seconded the motion 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. McNeely made a motion, seconded by Ms. Martin to name Mr. Twersky as Vice-Chair of the Board of Supervisors. The motion passed 5 - 0.

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

Ms. Hunsicker made a motion, seconded by Ms. McNeely 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 Annual Educational Conference & Exhibit Show April 24-27, 2022)

Ms. Duckett made a motion to nominate Ms. McNeely as the appointed Delegate to the 2022 PSATS Convention. Mr. Twersky seconded the motion and the motion carried 5-0. Ms. Duckett made a motion to nominate Ms. Hunsicker as the Alternate Delegate. Ms. Hunsicker noted she was unsure she could attend but accepted the nomination. Ms. McNeely seconded the motion, motion carried 5-0.

**Establishment of Meeting Dates for the Board of Supervisors for the year 2022**

Ms. Duckett explained that the meeting dates proposed will move the regular BOS meeting from the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday to the 2<sup>nd</sup> and 4<sup>th</sup> Monday with the option to move the meetings back to Tuesdays in April or keep them as is. Ms. Hunsicker questioned how the determination would be made to move them back as she prefers Tuesday. The Board agreed that the meeting will revert back to the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday beginning in April. Ms. Hunsicker made a motion, seconded by Ms. Martin to accept the establishment of meeting dates for the Board of Supervisors for the year 2022. The motion carried 5 - 0.

**Promotion of Patrol Officer Shawn Sweeny to Sergeant in the LGTPD**

Chief Kenny requested that Patrol Officer Shawn Sweeny be promoted to Sergeant for the Lower Gwynedd Police Department. He explained the process that the eligible officers went through including a written test, interview, and evaluation. Mr. Twersky asked how long Mr. Sweeny had been with the department. Chief Kenny replied that he joined the department in 2014 and is an exceptional officer. He noted that this was the first time they had a formal procedure in place for the promotion. Mr. Twersky made a motion to promote Patrol Officer Shawn Sweeny to Sergeant. Ms. McNeely seconded the motion. The motion passed 5 - 0.

**Township Appointments**

Ms. Duckett asked for a single motion on the below appointments listed on the front and back of the first page through to the Emergency Management Coordinator position.

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

Appointment of Assistant Secretary - Michelle Farzetta

Appointment of Assistant Township Manager/ Assistant Treasurer – Jamie Worman

Appointment of Solicitor – Kaplin Stewart

Appointment of Township Sewer Solicitor – Timoney Knox, LLP

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 – Jamie P. Worman

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) – request to solicit RFP for auditing services for 2022

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. Twersky to make a single motion to approve the above Township appointments. The motion passed 5 – 0.

**Appointment of Wissahickon Clean Water Partnership Representative**

Ms. Hunsicker made a motion to nominate Mr. Mark Grey as the Wissahickon Clean Water Partnership Representative. Ms. McNeely seconded the motion. The motion passed 5 - 0.

**Nominations for Commissions and Boards**

Ms. Duckett moved on to Nominations for Commissions and Boards.

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

**Planning Commission**, 4-year term- Craig Melograno, Rusty Beardsly, Joel Mayor

**Zoning Hearing Board**, 3-year term – Robert Rosenthal

**Park & Recreation Board**, 5-year term – Harry Hellerman

**Vacancy Board**, 1-year term – open

**EAC**, 3-year term – Lisa Brown, open

**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 – open

Mr. Twersky made a motion to approve the nominations listed and to nominate Melinda Wolff to the open position on the EAC. Ms. Martin seconded the motion. Ms. Hunsicker requested the motion be tabled as she did not know Ms. Wolff and hadn't received her application to review in advance of the meeting to make an informed vote. Mr. Twersky noted that he agreed but felt that a nomination was necessary for the open position on the Vacancy Board. He put forth the nomination of Joyce Pickles. Ms. Hunsicker objected for the same reason she objected to the other appointment and requested that both be tabled. Mr. Twersky made a motion to accept the request to table the appointments of Ms. Wolff and Ms. Pickles. Ms. Martin seconded the motion. The motion carried 5 – 0. Ms. Hunsicker made

a motion to approve the above nominations for Commissions and Boards in a single motion minus the open positions. Ms. McNeely seconded the motion. The motion passed 5 - 0.

**Resolution No. 2022-01: Adoption of a Resolution establishing approved depositories for Lower Gwynedd Township Funds in 2022**

Ms. McNeely made a motion, seconded by Ms. Hunsicker to adopt Resolution No. 2022-01 Adoption of a Resolution establishing approved depositories for Lower Gwynedd Township Funds in 2022. The motion passed 5 - 0.

**Resolution No. 2022-02: Adoption of a Resolution establishing Holidays for Township Employees for the year 2022**

Ms. McNeely made a motion, seconded by Ms. Hunsicker to adopt Resolution No. 2022-02 Adoption of a Resolution establishing Holidays for Township Employees for the year 2022. The motion passed 5 - 0.

**Resolution No. 2022-03: Adoption of a Resolution approving the execution and signing of payroll between regular meetings for the year 2022**

Ms. McNeely made a motion, seconded by Ms. Hunsicker to adopt Resolution No. 2022-03 approving the execution and signing of payroll between regular meetings for the year 2022. The motion passed 5 - 0.

**Resolution No. 2022-04: Uniformed Employees' Pension Plan**

Mr. Twersky questioned the funding status of the pension plan. Mr. McAnally explained this is a 5% contribution by Uniformed Officers to their pensions and that the Other Post Employment Benefits (OPEB) pension is currently underfunded. Ms. Duckett requested clarification because she recalled at the budget meeting it was noted that the pension plans were 112% funded. Mr. McAnally reported that the non-uniform pension and the uniform pensions are or close to fully funded but that percentage changes given the market. However, the OPEB pension is underfunded by approximately \$1M. Ms. McNeely questioned if a 5% contribution was enough. Mr. McAnally replied that the 5% is appropriate. Ms. McNeely made a motion, seconded by Ms. Hunsicker to adopt Resolution No. 2022-04: Uniformed Employees' Pension Plan. The motion passed 5 - 0.

**Authorization to add the newly elected Supervisors to the Township Health Insurance and Life Insurance Plans as permitted by the Second-Class Township Code**

Ms. Hunsicker made a motion to authorize the newly elected Supervisors, Mr. Twersky and Ms. Martin, to be added to the Township health insurance and life insurance plans. Ms. McNeely seconded the motion. The motion passed 5 - 0.

**Approval of Salaries for 2022 and Manager’s Employment Contract**

Ms. McNeely made a motion, seconded by Ms. Hunsicker to approve the Salaries for 2022 and the Manager’s Employment Contract. The motion passed 5 - 0.

**Approval of Fee Schedule**

Ms. Worman reviewed the proposed updates to the fee schedule for 2022. She noted that these suggestions were reviewed and supported by the Building & Zoning Subcommittee. The proposed changes are primarily for fees associated with non-residential permits. Ms. McNeely made a motion to approve the proposed fee schedule. Ms. Martin seconded the motion. The motion passed 5 - 0.

**Motion to approve the prevailing IRS mileage rate (\$.585) for reimbursement of Township Employees for the year 2022**

Ms. Hunsicker made a motion, seconded by Mr. Twersky to approve the prevailing IRS mileage rate (\$.585) for reimbursement of Township Employees for the year 2022. The motion passed 5 - 0.

**PUBLIC COMMENTS**

There were no public comments.

**MANAGER’S REPORT**

Mr. McAnally congratulated everyone that was sworn into office this evening. He welcomed the new Supervisors and stated he looked forward to working with everyone.

Mr. McAnally stated the Elected Auditors will organize tomorrow at 4:00 pm.

**SUPERVISORS COMMENTS**

Ms. Hunsicker welcomed the new Supervisors and congratulated them. She stated she looks forward to working with them. She complimented Danielle for doing a good job and wished everyone a Happy New Year.

Ms. McNeely questioned if the new meeting times would be posted. Mr. McAnally confirmed that they will be posted and advertised. Ms. McNeely reiterated the congratulations to the new members and Danielle.

Ms. Martin thanked everyone for their support. She congratulated Danielle and Mike on their appointments as Chair and Vice Chair. She stated she was happy to be here.

Mr. Twersky thanked everyone and added that he was happy to be here. He noted that he looked around the room at all the pictures and felt it was necessary to point out the significance of Danielle Duckett's appointment as Chair.

Ms. Duckett thanked everyone and stated she was glad to be a part of this historic night.

There being no further questions or comments, the meeting was adjourned at 7:55 p.m. until the next regular meeting scheduled on January 10, 2022.

Respectfully submitted,

Jamie Worman  
Assistant Township Manager