

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
TUESDAY, AUGUST 22, 2023**

SUPERVISORS:

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

STAFF:

Mimi Gleason, Township Manager
Jamie Worman, Assistant Township Manager
Michelle Farzetta, Administrative Assistant -Absent
Neil Stein, Esq., Solicitor
Fred Zollers, Director Public Works
Paul Kenny, Police Chief
Jim Hersh, Township Engineer, Gilmore
Brian Jones, Traffic Engineer, McMahan a Bowman Company
Melinda Haldeman - Finance Director

Call to Order and Pledge of Allegiance

The Chair called the hybrid meeting to order at 7:00pm at the Lower Gwynedd Township Building and virtually on Zoom and led those in attendance in the pledge of allegiance.

ANNOUNCEMENTS AND PRESENTATIONS

The BOS met in executive session prior to tonight's meeting to discuss matters of personnel and real estate.

Best wishes to Officer Beth Sanborn for a long and enjoyable retirement, after 26 years of service to the Lower Gwynedd community.

Senator Maria Collette spoke about Officer Sanborn's work in Lower Gwynedd. She spoke of her time as a School Resource Officer (SRO), and her dedication to children working with Mission Kids and the Montgomery County Office of Children and Youth. She wished her well in her retirement and presented her with a citation.

Ms. Duckett then shared a citation from both the BOS and Representative Liz Hanbidge, who could not attend the meeting; Kevin Carson from her office attended on her behalf. Chief Kenny shared some stories of Officer Sanborn's time with the Police Department. Officer Sanborn then spoke, thanking everyone for letting her take the lead as the SRO, developing the program and making it her own.

Police Commendation Ceremony

Chief Kenny and Lieutenant Gargan wanted to take the time to recognize outstanding police work in a public setting. 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- Class Six Award for his work as the accreditation manager
Detective Brendan Ryan-work related to burglary.
Officer Garret Vail and Officer Jon Dobson- work related to a catalytic converter theft ring.
Sergeant Dan Diedel and Officer Jon Dobson-Unit Award for exemplary squad work
Sergeant Gerry Hunt, Officer Beth Sanborn, and Officer Dennis Cosgrove- work related to a dangerous case assisting state troopers in apprehending an armed suspect accused of rape.

PUBLIC COMMENTS

Rob Middleberg, 2 Richards Way, attended the Cell Tower meeting in July and is asking for updates. Ms. Duckett stated that there are discussions with Rise Up about alternative locations for the proposed tower at the municipal building. Mr. Stein stated that we are in lease negotiations, which is a tedious process. Things are moving along.

Chastity Bruno, 930 Redstone Lane, asked if the township could advertise information on the electronic sign regarding the Citizens Request Portal (CRP). Not all residents are aware that the portal can be used to report dead trees, potholes, and other concerns within the community.

GENERAL BUSINESS

Review of 2023 capital projects

The BOS was provided with an update to the Capital Project and Equipment Plan for 2023-2027. Ms. Gleason went through each section clarifying any questions for the BOS. Projects discussed included the following...

Public Works garage- RFP is out for an architect and a feasibility study.

Springhouse Intersection Phase 2 project – PECO has been out to move the wires. PECO did not give a specific reason for the delay, just storm work. The project is currently delayed by approximately two months or more depending on the weather this winter. There will be a status meeting next week and McMahan will provide updates at that time.

Speed radar on McKean Road – The radar appears to be working; however, it does not appear to be capturing every vehicle. McMahan will look into this.

Mast Arm replacement at Dager Road and Bethlehem Pike – Armour has inspected it and some repairs need to be made. McMahan will start working on this now so it can be included in next year's permitting process.

Stormwater projects – there are more projects in the five-year plan going forward. Mr. Hersh will be presenting a strategic plan for stormwater in the fall. The costs from last year's budget study aren't complete, the numbers will be updated.

Road Program – Mr. Zollers stated we will need to spend more on road improvements. Right now, we are just maintaining with milling and paving. We can use liquid fuel funds for this.

Parks- the Little League Fields are being re-skinned, the bid recommendation for the parking lot at Pen-Ambler Park will be presented at the September 12th BOS meeting, as well as the presentation for the Park Master Plan.

Trails- There are several concerns with dead trees along the trails. Ways to report these concerns were discussed, such as using the CRP and calling the township. The pedestrian crossing at Penllyn Pike Trail and Dager Road is almost complete.

Comprehensive Plan – Survey is out, and a Comp plan meeting will be held on October 26th for the public.

Sewer- We are waiting on the results for a grant for the Forrest Manor Pump Station back up pump. Ms. Gleason mentioned that we need to keep the time frames and projects in mind when applying for grants. We do not want to run out of extension requests.

Discussion about use of ARPA funding

The BOS was provided with an updated list of projects for the ARPA funds. Ms. Gleason asked them to review the list and provide any feedback. Feedback included more stormwater projects and use of the funds for the Houston Road Flood Study recommendations. Another item discussed was document scanning. The staff is in the process of reorganizing the electronic files we currently have. The plan is to then scan older documents and then save them accordingly.

Ms. Haldeman mentioned that the funds need to be used on projects that can be completed in the required period of time. She does not want us to get into a situation where we lose the funding, due to projects not being completed.

Although Ingersoll Park is included in the Parks Master Plan, there were some suggestions to use some of the funding on the Little League Field for fencing or possibly bathrooms and a concession stand.

Ms. Gleason stated that we can add items to the list, but we cannot go over \$750,000. We also need to use companies that are part of Costars. Otherwise, we will need to put the projects out for bid.

Mr. Zollers mentioned that funds could be used for thermoplastic road markings around the schools.

Approval of Historic Markers

The Historic Advisory Committee (HAC) received an application to install a historic marker commemorating Bethlehem Baptist Church at its original location on Penllyn Blue Bell Pike. The HAC took a vote at their August 17, 2023, meeting to recommend the BOS approve a historic marker for this site. The current property owner, China Grace Christian Church, has submitted written authorization for the installation of the marker, with the specific location to be determined. Our Public Works Department will be responsible for both purchasing and installing the markers. Ms. Duckett made a motion to approve the marker on Penllyn Blue Bell Pike, for Bethlehem Baptist Church, with the marker's final text and location to be approved following completion of reviews. Mr. Twersky seconded this motion. Motion passed 5-0.

Authorize Historic Advisory Committee expenditure for joint speaker event with the Wissahickon Valley Historical Society

The HAC is requesting \$250 to use for a speaker event co-sponsored with the Wissahickon Valley Historical Society. The HAC is proposing this event be held at the township building. The BOS discussed whether \$250 would be enough to cover the event, would this become a recurring event and who the speaker would be. Ms. Martin clarified that the amount was an estimate, and they would like to make this a reoccurring event but want to start with just the one for now. The BOS would like to approve who the speaker would be for this event. Mr. Stein recommended the BOS authorize a budget of \$250 for the HAC speaker event, based on identification of the speaker. Ms. Duckett made a motion, seconded by Ms. Hunsicker, to approve a budget of \$250 based on the identification of the speaker for the event. Motion passed 5-0.

Approval of Alcohol Waiver for Fall Fest on September 23, 2023

Fall Fest is scheduled on September 23, 2023. The Fall Fest Committee is requesting that the BOS waive Part Six, Section 612.01 of the Township Code, to permit the sale and consumption of alcohol from 12 p.m. to 5 p.m. for this event. Ms. Duckett made a motion, seconded by Ms. Hunsicker, to approve the waiver of alcohol for Fall Fest. Motion passed 5-0.

Resolution #2023-20 Updating RFP authorization process

The BOS approved Resolution #2022-06 in January of 2022, requiring professional services to go out for an RFP at least every five years. Staff are asking that this requirement be relaxed, as to avoid extra work when an RFP is not necessary or appropriate for the services in question. Ms. Duckett made a motion, seconded by Ms. Hunsicker, to approve Resolution #2023-20 amending the procedure for soliciting professional services. Motion passed 5-0.

Approval of agreement with Gwynedd Friends for Multimodal Transportation Fund grant

Lower Gwynedd Township applied for the DCED Multi-Modal Transportation Fund program on Gwynedd Friends' behalf. The grant awarded was \$147,882. These funds will be used to build a bus shelter and walkway on Gwynedd Friends property. A cooperation agreement has been drawn up by ECON partners outlining the responsibilities and expectations of both the township and Gwynedd Friends. The BOS has received a copy of this agreement and staff are asking for authorization allowing Mimi Gleason to sign this agreement. Ms. Duckett made a motion, seconded by Ms. Hunsicker, granting Ms. Gleason authorization to sign the cooperation agreement. Motion passed 5-0.

Resolution #2023-21 Adoption of Montgomery County Hazard Mitigation Plan

Montgomery County completed their 5-year update for the Hazard Mitigation Plan. This plan applies to Lower Gwynedd and is part of our emergency management plan. Ms. Duckett made a motion, seconded by Ms. Martin, to approve Resolution #2023-21 adopting the Montgomery County Hazard Mitigation Plan. Motion passed 5-0.

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

Mr. Hersh provided a report on all the work performed during the month of August. Mr. Hersh stated that the bids will be opened for Pen-Ambler Park and a recommendation given at the September 12 BOS meeting. All milling and paving have been completed this summer. In September he will also be presenting the Parks Master Plan. There were no questions from the BOS.

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

Mr. Jones provided a report on work performed for the month of August. There were a few questions from the BOS. Ms. McNeely inquired about the road widening along Norristown Road. There appears to be a gap between MRA and SHIP. An update was provided by Mr. Jones regarding the signage improvements on Gypsy Hill Road. Mr. Zollers stated that some of the work has been completed, new signs and roadway markers have been installed. He will follow up with the County to see when the work will be completed.

Review of financials YTD and Balance Sheet - July 2023

Ms. Haldeman stated that she highlighted the traffic impact fee, as there were questions last month regarding this fund. After this year she will be better equipped and have a better understanding of how the budget process works. At that time, she will be able to see if any clarification needs to be made regarding the various funds and if changes should be made.

Approval of invoices -July 2023

The BOS received the invoice history for July 2023 in the amount of \$511,576.53. There were no questions from the public or the BOS. Ms. Duckett made a motion, seconded by Ms. Hunsicker, to approve the invoice history for July 2023. Motion passed 5-0.

Approval of minutes - July 25, 2023

The BOS received the minutes from the July 25, 2023, BOS meeting. There were no questions or comments. Ms. Duckett made a motion to approve the July 25, 2023, minutes, seconded by Ms. McNeely. Motion passed 5-0.

SUPERVISOR LIAISON REPORTS

The BOS received the Commission highlights from the Environmental Advisory Council, Planning Commission and Human Relations Commission. The BOS stated that these reports are very helpful.

STAFF UPDATES

Dager Road trail crossing

Mr. Jones stated that the work is completed. The pavement markings will be done at the end of August and the PennDOT will be out in mid-September for final inspection.

Crosswalk painting by schools

Mr. Zollers state that the crosswalks along Knight Road are completed, pavement markings have been completed with STOP bars. Signs have also been put on Houston Road at all crosswalks.

Signal at Penllyn Pk & Trewellyn Ave

Mr. Jones stated that we were not awarded the Green Light Go Grant for this project. Therefore, we are switching gears and applying for the DCED-LSA grant. Applications can be submitted from September 1 - November 30. There is no township match required. Ms. Duckett asked if any other repairs could be included in the application. Mr. Jones said he will look into this.

Update on Spring House intersection construction

An update regarding this project was given earlier during the meeting. Mr. Twersky asked for confirmation that the trees are done being taken done. Mr. Jones confirmed.

SUPERVISORS COMMENTS

Ms. McNeely thanked staff for getting the postcards out for the EAC events. She also stated she was proud of all the officers and their hard work. She asked Chief Kenny how often these awards would be given to officers. Chief Kenny replied that they are thinking annually or possibly twice a year.

Ms. Hunsicker thanked Chief Kenny for the awards at the beginning of the meeting. It was great to see their hard work recognized.

Ms. Martin echoed their comments and reminded everyone about Fall Fest.

Mr. Twersky thanked the Parks and Recreation Board and Gilmore for their work on the Parks Master Plans. He was able to get a glimpse of the plan and is looking forward to the presentation next month.

Board of Supervisors Minutes

August 22, 2023

Ms. Duckett echoed everyone's comments regarding the awards given to the police officers. She also gave one final farewell to Officer Sanborn. Ms. Duckett reminded everyone of the event at the Gwynedd School from 4-7 on Wednesday 8/23, the Penllyn Park plan presentation on September 6, and Fall Fest on September 23. She also reminded everyone to complete the comp plan survey.

Adjournment Time:

Ms. Duckett made a motion, seconded by Ms. Hunsicker, to adjourn the meeting at 8:44pm. Motion passed 5-0.

Respectfully submitted,

Michelle Farzetta

Michelle Farzetta
Administrative Assistant