

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, DECEMBER 12, 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  
Neil Stein, Esq., Solicitor  
Fred Zollers, Director Public Works  
Paul Kenny, Police Chief  
Jim Hersh, Township Engineer, Gilmore  
Chad Dixson, Traffic Engineer, McMahan a 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, personnel, and litigation.

**Recognition of Mike McCarthy upon his retirement for his 32 years of service working for Lower Gwynedd's Public Works Department**

Mike McCarthy has been a long-time employee of the Lower Gwynedd Township Public Works Department. Ms. Duckett said a few words about Mr. McCarthy's time with the township. Mr. Zollers then spoke on behalf of the public works department. Ms. Duckett presented Mr. McCarthy with a proclamation and award recognizing his years of service. Curt Livezey, a co-worker, also spoke about his 17 years working with Mike. Mr. McCarthy thanked the BOS, staff, and family for all their support over the years.

**PUBLIC COMMENTS**

There was no public comment.

## **BUILDING AND ZONING**

### **Consideration of planning proposal for \$10,000 from Kennedy & Associates**

Ms. Gleason, Township Manager, explained that in the coming years the township anticipates that large commercial sites could be redeveloped on Norristown Road. Ms. Gleason asked for authorization to sign an agreement letter with Kennedy & Associates for their services to review current zoning regulations and provide ideas for future zoning in the D-1 Special Use District. The total fee for these services would be \$10,000.

Ms. Duckett made a motion, seconded by Ms. Hunsicker to authorize Ms. Gleason to sign the agreement with Kenney and Associates. Motion passed 5-0.

## **GENERAL BUSINESS**

### **Approval of volunteer firefighters for 2023 earned income tax credits**

A Volunteer Service Credit Program was adopted earlier in the year for volunteers from the Wissahickon Fire Company and the North Penn Volunteer Fire Company. This program provides up to a \$1,000 credit for earned income tax (EIT). The fire chiefs from both fire companies provided notarized lists of Lower Gwynedd taxpayers who satisfied the eligibility criteria in Resolution #2023-16 that accompanied ordinance 540. The BOS must approve the list of volunteers from both fire companies to be eligible for Act 172 tax credits. Ms. Duckett made a motion, seconded by Mr. Twersky, to approve the list of volunteers for the tax credits. Motion passed 5-0.

### **Approval of 2024 Final Budget**

Ms. Gleason noted that over the past four months the BOS has reviewed the proposed 2024 budget during several meetings. The advertised budget included one change, moving \$20,000 originally budgeted in the Conservation and Natural Resources portion of the General Fund to the Legislative/ Admin section to clarify funding available to support work or events undertaken by any township volunteer committee. There are no changes to rates proposed for any taxes in the budget. Ms. Duckett made a motion, seconded by Ms. Hunsicker, to approve the 2024 budget. Motion passed 5-0.

### **Resolution #2023- 28 Property Tax Millage Resolution (no change in tax rate)**

Ms. Duckett made a motion to approve Resolution #2023-28 levying a tax on all real estate property within Lower Gwynedd Township subject to taxation for the fiscal year 2024. Ms. Hunsicker seconded the motion. Motion passed 5-0.

### **Discussion about Ingersoll House**

Mr. Farrell, Township Project Manager, stated that he has reached out to three realtors with experience selling historical properties for assistance connecting with individuals and/or firms that may be interested in preserving the Ingersoll House. The realtor's responsibility will be to market the property and gauge interest in preservation, but not sell the property. An auction will be held to sell the property if the BOS determines there is enough interest. Ms. McNeely inquired if the Historical Advisory Committee (HAC) had made any recommendations. Ms. Martin stated there was not any kind of formal recommendation and it was not their intent to do so. However, they do support the decision to sell the building. Ms. Duckett stated that there is a big gap in the prices provided in the proposals. Therefore,

she would like to get more details before moving forward. Mr. Farrell stated that he is working with Mr. Stein on this project, as well. Spring would be the best time to start seeking interest in the property.

**Authorize contract through Costars for fencing at Ingersoll Park**

Mr. Hersh stated that he had just received the final quote for the fencing project at Ingersoll Park. This project is one of the improvements included in the parks master plan. The proposal is to remove all the existing fencing, replace it with new fencing adjusting the height of the chain link and netting up to 25 feet. Additional netting will be installed along both first and third base. The total cost would be \$310,980. There would be an 18-month warranty on the work and a manufacturer's warranty on some of the material. The life of the netting would be 10-12 years. Ms. Martin said the scope of the work has changed after the Little League met with the contractor, but the scope of the work meets all the ball park's needs. Ms. Duckett made a motion to approve the contract for the fencing at Ingersoll Park, seconded by Ms. Martin. Motion passed 5-0.

**Award bid for construction of Phase 2 of the Bethlehem Pike Pedestrian Improvement Project**

Gilmore and Associates has determined that CMR Construction is the low bidder for Phase 2 of the Bethlehem Pike Pedestrian Improvement project. Mr. Hersh clarified that the bid received from CMR in the amount of \$209,364.40 is only for the installation of the bridge. The actual bridge will be constructed by Contech Engineering Services in the amount of \$141,415. The total amount budgeted for the project was \$470,000, so the whole project will come in under budget. An amendment to the agenda is needed to approve both the construction of the bridge by Contech Engineering and the Installation by CMR Construction.

Ms. Duckett made a motion to amend the agenda, seconded by Ms. Hunsicker to add approval of the bridge construction. Motion passed 5-0.

Ms. Duckett made a motion to authorize Ms. Gleason to enter into a contract with Contech Engineering in the amount of \$141,415 for the construction of the bridge. Ms. Hunsicker seconded the motion. Motion passed 5-0.

Ms. Duckett made a motion to award the installation of the bridge to CMR Construction in the amount of \$209,364.40, seconded by Ms. Hunsicker. Motion passed 5-0.

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

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

**Review of financials YTD and Balance Sheet - November 2023**

The BOS received the YTD financials in the board packet. There were no questions or comments.

**Approval of invoices**

The BOS received the invoice history for November 2023 totaling \$770,531.84. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. McNeely, to approve the invoices. Motion passed 5-0.

**Approval of minutes - November 28, 2023**

The BOS received the meeting minutes from the November 28, 2023, BOS meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Hunsicker to approve the meeting minutes. Motion passed 5-0.

### **SUPERVISOR LIASON REPORTS**

The BOS received the liaison report for the Historic Advisory's November meeting. There were no questions or comments.

### **STAFF UPDATES**

There were no updates from staff.

### **SUPERVISORS COMMENTS**

Ms. McNeely thanked Mike McCarthy and congratulated him on his retirement. She also thanked Ms. Hunsicker for her years of service and wished her the best on her next adventure.

Ms. Martin echoed Ms. McNeely's comments. She also thanked all the staff and consultants for all their work throughout the year.

Mr. Twersky echoed those comments and thanked Ms. Hunsicker for getting him started in the township by appointing him to the Planning Commission.

### **Recognition of Kathleen Hunsicker's years of service to Lower Gwynedd Township**

Ms. Duckett thanked Ms. Hunsicker for her 22 years of service, 14 of them as a supervisor. Ms. Hunsicker thanked her fellow supervisors, as well as the business community and all residents for their support and votes over the years. She also thanked the volunteers and in-house staff both past and present for their work and support throughout her years in the township. She was presented with a certificate from the Pennsylvania State Association of Township Supervisors (PSATS) and a Lower Gwynedd blanket.

### **Adjournment Time:**

Ms. Duckett made a motion, seconded by Mr. Twersky at 7:58pm to adjourn the meeting. Motion passed 5-0.

Respectfully submitted,

*Michelle Farzetta*

Michelle Farzetta  
Administrative Assistant