

**LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING  
TUESDAY, NOVEMBER 18, 2025**

**SUPERVISORS:**

Danielle A. Duckett, Chair  
Michael Twersky, Vice Chair  
Janine Martin  
Tessie McNeely  
Jimmy Chong

**STAFF:**

Mimi Gleason, Township Manager  
Jamie Worman, Assistant Township Manager  
Michelle Farzetta, Office Manager  
Neil Stein, Esq., Solicitor  
Fred Zollers, Director Public Works  
Mike Gargan, Police Lieutenant  
Jim Hersh, Township Engineer, Gilmore  
Chad Dixon, Traffic Engineer, Bowman Company  
Melinda Haldeman, Finance Director

**Call to Order and Pledge of Allegiance**

The Chair called the hybrid meeting to order at 7:04pm 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 met in executive session prior to tonight's meeting to discuss matters of real estate related to the Public Works Facility site, potential litigation related to code enforcement, and personnel matters.

**Proclamation commending Spring House Tavern for their generosity and community spirit.**

Karleigh Burns, owner of Spring House Tavern, provided over 1,200 meals to those in need. SNAP benefits became unavailable due to the government shutdown, so Karleigh and her team put together a program for the community to bring families to the restaurant for a hot meal. Her chef, Robert Foga, and General Manager, James Miles, were also instrumental in arranging this program. Recognition was given to the restaurant, as well as Ms. Burns, Mr. Foga, and Mr. Miles, not only from the Board of Supervisors, but also Representative Hanbidge's and Senator Collett's offices. The recognitions all celebrated and expressed gratitude for what Spring House Tavern did. Spring House Tavern saw a need and they acted.

## PUBLIC COMMENTS

Residents from Montgomery Road and Cedar Lane came to speak about the letter they received from the Township explaining the Township's efforts over the past year to persuade the School District to reduce the sound from the Middle School air conditioning chiller, as well as the results from the Township consultant's sound study of the chiller operating at 100% load, which found that the chiller noise complies with the regulations in the noise ordinance. Eric Rudolph, 537 Montgomery Road, and James Jacquette, 413 Cedar Lane, spoke. They objected to the Township's acoustic consultant conducting the sound study in the early morning in September as it was not hot then and want the Township redo the test. They also said they have been informed by the County's Health Department that the noise is a health and safety matter, which the residents believe makes this matter the Township's responsibility to resolve. While they acknowledged that the school district installed some sound mitigation, they said the noise from the chiller continues to be uncomfortable. Mr. Stein stated that from the Township's perspective the issue is a closed matter. Mr. Rudolph stated that he and other neighbors have made more than three dozen reports to the police about the issue. These nuisance reports are from both before and after the modifications were made and he is unhappy that nothing more is being done.

## BUILDING AND ZONING

**Resolution #2025-16 Approval of land development plan for J&J "Project S" adding a CEAS lab to Building 15, with associated parking, utilities and walkways, and stormwater management** J&J presented a proposed land development plan in October to the BOS. They are proposing a 41,955 square foot addition, a service parking lot, utility pads, a generator, subsurface utilities and associated trails and sidewalks. The addition will include lab space and a floor dedicated to mechanical support. Mr. John Walko, Esquire was present on behalf of his clients. He stated that they have met all the requirements stated in the review letters. Mr. Twersky asked for assurance that there would be no additional traffic in relation to this project. Mr. Walko stated that the BOS is always welcome to visit the site and can compare the number of seats, both before and after. There are also ways to track the number of card swipes. Mr. Walko also noted that J&J has agreed to pay the traffic impact fee even though no additional traffic will be generated. Ms. Duckett made a motion, seconded by Mr. Chong, to approve Resolution #2025-16 approving land development for J&J "Project S" adding a CEAS lab to Building 15. Motion passed 5-0.

**Public hearing to consider an amendment to zoning ordinance regulations and zoning map boundaries for the Lower Pike Overlay District as requested for a proposed townhouse redevelopment of Spring House Nursery and surrounding properties**

Ms. Duckett made a motion to table this agenda item until the December 9<sup>th</sup> BOS meeting. Mr. Twersky seconded the motion. Motion passed 5-0.

**Consider authorization of removal of historic structure on Gwynedd Estates, with conditions** Representatives for Gwynedd Estates included Bernadette Kearney, Esq., Shawn Fletcher, and Donna Thompson. They attended a BOS meeting on October 14<sup>th</sup> of 2025 asking to demolish the Homiller

House located on their property. The structure has deteriorated and fallen into despair. The BOS requested there be a plan for the space once the house is removed before a decision is made. Ms. Kearney stated that ACTS has spoken and the area will be made into green space, a community garden, and an area for recreation activities. Nothing habitable will go there. The BOS thanked Gwynedd Estates for coming back with this plan. Ms. Duckett made a motion, seconded by Mr. Twersky, authorizing Mr. Stein to complete the declaration authorizing the removal of the historic structure. Motion passed 5-0.

## **GENERAL BUSINESS**

### **Authorize advertisement for the 2026 Preliminary Budget, as amended at the meeting**

At the October 28<sup>th</sup> BOS meeting, Ms. Haldeman presented the 2026 budget to the Supervisors. Staff is now asking for authorization to advertise the legal notice for availability of the preliminary budget for public review and comment. Ms. Duckett made a motion, seconded by Mr. Twersky, to authorize the advertisement for the 2026 preliminary budget. Motion passed 5-0.

### **Approval of tax credits for Wissahickon Fire Company qualified volunteers**

A Volunteer Service Credit Program was adopted in 2023 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 for qualifying volunteers. The fire chief from Wissahickon Fire Company provided a notarized list of Lower Gwynedd taxpayers who satisfied the eligibility criteria in Resolution #2023-16 that accompanied ordinance 540. No volunteers from North Penn were eligible. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the list of volunteers for the tax credits. Motion passed 5-0.

### **Consider appointment of ARRO Consulting, Inc. as Lower Gwynedd Township's third-party building inspector**

Resolution #2023-20 requires staff to go out for Request for Proposals (RFP) every five years for professional consultants used on a regular basis. An RFP for a Third-Party building inspector was released in the summer. After reviewing the proposals staff recommend ARRO Consulting, Inc. ARRO offers a wide range of services, including residential and commercial plan review and inspections, zoning inspections, code enforcement support and assistance with developing a fire inspection program. ARRO also uses software such as Traisr that the Township is interested in using to a greater extent. Ms. Duckett made a motion, seconded by Mr. Chong, to approve the appointment of ARRO consulting Inc., as the third-party inspector for Lower Gwynedd. Motion passed 5-0.

### **Resolution #2025-17 authorizing resubmission of a \$999,566 Local Share Account grant application for the new Public Works Building**

Township Staff are asking for authorization to resubmit a grant application to the PA Department of Community and Economic Development's Statewide Local Share Account (LSA) grant program in the amount of \$999,566. These funds will be used for site work, stormwater management facilities, and installation of various utilities for the new Public Works building. The Township previously submitted this application in 2024, but the grant awards have not yet been announced. The deadline

for this submission is November 30<sup>th</sup>. Ms. Duckett made a motion, seconded by Ms. Martin, to approve resolution #2025-17 authorizing the submission of the LSA 2025 grant in the amount of \$999,566. Motion passed 5-0.

**Resolution #2025-18 authorizing resubmission of a \$609,690 Local Share Account grant application for Oxford Park**

Township staff are asking for authorization to resubmit a grant application to the PA Department of Community and Economic Development's Statewide Local Share Account (LSA) grant program in the amount of \$609,690. These funds will be used for improvements at Oxford Park that include a playground, gaga pit, benches, landscaping, and stormwater management facilities. We applied in 2024, but the awards have not been announced and the deadline to submit is November 30<sup>th</sup>. Ms. Duckett made a motion, seconded by Ms. Martin, to approve Resolution #2025-18 authorizing submission of the LSA 2025 Grant in the amount of \$609,690. Motion passed 5-0.

**Consider approval of contract with Sewer Specialty Services for \$75,000 to clean and televise sanitary sewer lines and do identified repairs**

Gilmore & Associates has solicited a quote from Sewer Specialty Services (SSS) for the cleaning, inspection and repairs to the sanitary sewer collection and conveyance system for infiltration and inflow. SSS is a Costars vendor, so it was not necessary to go to public bid for this work. Gilmore is asking for authorization to execute a contract with SSS in an amount not to exceed \$75,000. Ms. Duckett asked for clarification, as the estimate exceeds the total authorization amount. Mr. Hersh clarified that the amount is an estimate. Gilmore will tell SSS that they cannot exceed \$75,000. Ms. Duckett made a motion, seconded by Mr. Twersky, to authorize Sewer Specialty Services to execute the contract to complete the Inflow and Infiltration Evaluation in an amount not to exceed \$75,000. Motion passed 5-0.

**Approval of invoice report-November 18, 2025**

The BOS received the invoice report for checks dated November 18, 2025, totaling \$672,658.56. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. Martin, to approve the invoices dated November 18, 2025. Motion passed 5-0.

**Financial report – October 2025**

Ms. Haldeman provided the BOS with the finance report for October of 2025 in the meeting packet. There were no questions or comments.

**Township Engineer Report – November 2025**

Mr. Hersh provided the Gilmore Engineers report for November 2025 in the meeting packet. There were no questions or comments.

**Traffic Engineer Report – November 2025**

Mr. Dixon provided Bowman's Project Status Report for November 2025 in the meeting packet. There were no questions or comments.

**Approval of minutes – October 28, 2025**

The BOS received the minutes from the October 28 meeting. There were no questions or comments. Ms. Duckett made a motion, seconded by Ms. McNeely, to approve the minutes. Motion passed 4-0. (Mr. Twersky abstained)

**Approval of Minutes – Town Hall at Foulkeways**

The BOS received the meeting minutes from the October 30, 2025, Town Hall Meeting at Foulkeways. Ms. Duckett made a motion, seconded by Ms. Martin. Motion passed 3-0. (Mr. Chong and Mr. Twersky abstained)

**Approval of Minutes- Town Hall at Gwynedd Estates**

The BOS received the meeting minutes from the November 3, 2025, Town Hall meeting at Gwynedd Estates. There were no questions or comments. Duckett made a motion, seconded by Mr. Twersky. Motion passed 4-0. (Ms. McNeely abstained)

**SUPERVISOR LIAISON REPORTS**

There were no Liaison Reports for the BOS to review.

**STAFF UPDATES**

Lieutenant Gargan mentioned that the Police may have 5 officers retiring next year and one moving to a federal agency. Therefore, the police need to hire. They have started a proactive advertising campaign. Interested candidates can click the link on the Police Department's Crimewatch website to receive a link and code to take a police test. There are 76 applicants that have taken the test so far. The test will remain open until the end of December.

**SUPERVISORS COMMENTS**

All the Supervisors once again thanked Spring House Tavern for their generosity to the community and congratulated them on the recognition they received tonight. They also wished everyone a Happy Thanksgiving.

**Adjournment**

Ms. Duckett made a motion, seconded by Mr. Chong, to adjourn the meeting at 7:55pm. Motion passed 5-0.

Respectfully submitted,

Michelle Farzetta  
Office Manager